

Emergency Property Litigation Intake Checklist

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1. Parties & Contacts

- Legal names of all owners, lienholders, tenants, and opposing parties
- Mailing addresses, phone numbers, and emails
- Titles, roles, or ownership percentages

2. Property Information

- Street address, parcel numbers, and legal description
- Survey history, plats, aerial imagery, or GIS screenshots
- Title reports, deeds, easements, mortgages, and liens

3. Timeline & Deadlines

- Key dates for notices, filings, hearings, or closings
- Upcoming trustee sale, TRO, or injunction hearings
- Prior settlement demands or mediation dates

4. Documents to Send Securely

- Correspondence, demand letters, and cease-and-desist notices
- Contracts, operating agreements, or CC&Rs
- Insurance policies, claim submissions, and adjuster communications

5. Evidence & Experts

- Photos, videos, inspection reports, or expert opinions
- Appraisals, valuations, or repair estimates
- Witness names and expected testimony

6. Business Objectives

- Desired outcomes, acceptable resolutions, and deal-breakers
- Cash flow concerns, financing deadlines, or regulatory issues

Deliver documents via secure upload or encrypted email. Do not text confidential information.