

**Client Intake Form
 REAL PROPERTY & LAND USE**

Thank you for contacting our firm. How did you hear about us?

Today's Date: _____

Client Contact Information

Name	
Street Address	
Mailing Address	P O Box
Daytime Phone	()
Evening Phone	()
Cell Phone	()
Fax Number	()
Best E-mail	
Best way to contact me:	

Property Information

Property Address	
Map & Tax Lot	
Opposing Party Name	
Opposing Party Address	
Short Summary of Issue (use additional sheet if needed)	
Timeline of Relevant Events (use additional sheet if needed)	

If available, please bring the following information

- Any easements
- All letters you have received regarding the matter
- Survey, if relevant
- Last Deed of Record
- Purchase and Sale Documents (if relevant)
- Documentation and decisions from government agencies such as Land Use Department
- Documentation from opposing parties or neighbors
- Photographs or maps