

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:	PO 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(s):	
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