

REQUEST FOR DOCUMENTS RELATING TO EVICTION ACTION

This Form is being furnished as a courtesy by the Fourth Judicial District to enable landlords and tenants to comply with CRS 13-40-111(6)(b). If you wish to request documents in the other party's possession that relate to the pending eviction action, you may do so using this form. **DOCUMENTS REQUESTED MUST BE SENT WITHIN 3 BUSINESS DAYS OF RECEIPT OF THE REQUEST.**

I, _____
(name(s)/entity), hereby request that copies of the documents described below be provided to me. I would like the information to be provided to me by (check all that apply):

_____ E-mail at the following address: _____

_____ US Mail at the following address:

The party receiving this request is hereby put on notice that true and accurate copies of any documents to be presented as evidence must be given to the other side. If you do not give the other side copies of your documents, the documents not produced will not be allowed for use as evidence. The types of documents used as evidence may include, but are not limited to, the following:

Leases, lease renewals, texts/e-mails regarding renewals of the lease, account ledgers or statements, records kept in the regular course of the landlord's business, water utility bills, gas utility bills, electric utility bills, telephone utility bills, internet service utility bills, repair bills, invoices for any and all charges, rent payment receipts, bank statements to illustrate rents paid or automatic payments/deposits, money order or certified check receipts, any and all notices given under the lease to repair or maintain, any and all communications to terminate the lease, photographs of the property, receipts for hotel/motel bills if alternate housing was utilized when there is a claim of inhabitability, receipts relating to costs incurred due to inhabitability, payment portal or repair portal screen shots, etc.

Please list here any specific documents you want the other side to give you even if they are not going to be used at trial:

I certify that I delivered this request to the Plaintiff(s)/Defendant(s) or their Attorney if they have one as listed in the documents associated with this case by sending it on (insert date) ___/___/___ as follows:

_____ By E-mail at the following address: _____

_____ By US Mail at the following address:

(Signature)

(Printed Name)