

Escrow Checklist

1. Are you eligible?

- I am not behind in my rent payments
- I am not a student in university-owned housing (i.e. dormitories)
- My landlord did not give me notice, in writing, that he/she owns or operates 3 or fewer dwelling units. (Check your lease for any reference to the landlord owning 3 or fewer dwelling units, or a clause that mentions Section 5321.07 of the Ohio Revised Code.)
- I have not caused the health and safety risk that requires repair.

2. I have repair problems that seriously affect my health and safety, and I have the documentation (letter to correct condition) to prove it.

3. Notice to the Landlord:

- My landlord gave me his/her name and address in writing. ***If no***, then deliver the letter to the place or person where you normally pay rent.
- My notice list specific repairs needed.
- I kept a copy of the *letter to correct conditions* for my records.
- I have proof that I mailed or delivered the *letter* in person.

4. The landlord had a reasonable amount of time to make the repairs, or 30-days, whichever is sooner.

5. If you decided to terminate your lease, skip the landlord notice and hold onto your documentation. If you are placing your rent into escrow, continue.

6. I contacted the court a few days ahead of time to find out the local procedure and to make sure there wouldn't be any problems.

7. Hearings:

- I am fully prepared to answer any claim my landlord might make if he requests a hearing;
- I am prepared to request a hearing if the landlord will not settle out-of-court.

8. I filed for a hearing to ask for a remedy from the court, and I included copies of my documentation, such as estimates for repair.

9. I was on time for the hearing, properly dressed and had my documentation in order.

This checklist is informational in nature and do not take the place of legal advice. Even if you complete every step of this checklist, there is still a risk that you will lose your case. The best way to minimize the risk is to consult with an attorney, who will be best able to instruct and advise you about the specifics of your case.

You will want to find an attorney who has experience in tenant-landlord or real estate law. An excellent resource for finding an attorney is the Akron Bar Association's Attorney Referral Service (330) 253-5038. The Yellow Pages also list attorneys by their area of interest, after the alphabetical listing.