

INSTRUCTIONS FOR COMPLETING AN EVICTIION ACTION COMPLAINT FORM

1. Complete name, address and zip code of property owner
2. Complete names and dates of birth of each defendant.
3. Case number will be filled in by court clerk.
4. Fill in name of person (owner or owner's agent). Fill in the month and the year the landlord leased or rented to the tenant. Circle whether it's an oral or written agreement. Fill in complete address of the property, including apartment number, upstairs or downstairs. Indicate whether there is a garage or not by circling YES or NO. Fill in the city in which the property is located and fill in the zip code.
5. Fill in the dates the rental agreement is from and to and the dollar amount of the rent and the date that the rent is due.
6. Complete the name of the owner of the property.
7. Under number 3 on the form, A and B or C must be checked.
 - If A and B are checked, you must indicate where the information is posted.
 - If C is checked, you must indicate how the information in A was made known to the tenants.
8. Under number 4 on the form, select either A,B,C or a combination.
 - If A is checked, you **must** fill in the months rent is owed and the amount of rent owed. You may fill in the other blanks as appropriate. The relevant statute allows the tenant to pay and stay if s/he bring[s] to court the amount of rent that is in arrears [overdue], with interest, costs of the action, and an attorney's fee not to exceed \$5, and by performing any other covenants of the lease.
 - If B is checked, circle whether the tenant was given or gave notice to vacate. Fill in the date the notice to vacate was served and the date when the tenant was to vacate the property.
 - If C is checked, fill in dates and specific details of how the tenant broke the terms of the rental agreement. **Attach a copy of the lease to the complaint.**
9. Fill in the Verification and Affidavit of Non-Military Status and the person signing the complaint form fills in his/her name and title.
10. Sign before a Notary Public or Court Clerk and fill in daytime phone number.
11. Present to Hennepin County Housing Court along with the fee ([Fee Schedule](#)) at:

Hennepin County District Court, Public Service Level
Civil Filing Intake Desk
300 South 6th Street, 2nd Floor
Minneapolis, MN 55487

STATE OF MINNESOTA
COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT
DISTRICT COURT

Plaintiff(s)/Owner

Street Address

City/State/Zip

-vs-

EVICTIION ACTION COMPLAINT

Case No. _____

☐ Mediation Requested

Defendant(s) - include birthdate

- _____
(NAME OF PERSON SIGNING COMPLAINT) states upon oath:
- 1) Landlord leased or rented to tenant(s) on _____, _____ by an ORAL/WRITTEN agreement the premises at: _____ Apartment # _____, and garage YES/NO, in the city of _____, the state of Minnesota, Zip code _____, in the County of Hennepin. The agreement was from _____ to _____. The current rent due and payable under this agreement each month is \$ _____ due on the _____ day of the month.
 - 2) The owner of the premises described above is _____.
 - 3) Owner having present right of possession of said property, has complied with M.S.A. 504b.181 by:
 - _____ a. disclosing to tenant either in the rental agreement or otherwise in writing prior to commencement of tenancy the name and address of:
 1. the person authorized to manage premises AND
 2. an owner or agent authorized by owner to accept service of process and receive and give receipts for notice and demands AND
 - _____ b. posting in a conspicuous place on the premises a printed or typewritten notice containing the above information _____ (WHERE POSTED) OR
 - _____ c. the above information was known by tenant(s) NOT LESS than 30 DAYS before the filing of this action because: _____.
 - 4) Owner seeks to have the tenant evicted for the following reasons:
 - _____ a. The tenant is still in possession of above premises and has failed to pay rent for the month(s) of _____ in the amount of \$ _____, plus _____ in the amount of \$ _____, for a total of \$ _____
 - _____ b. The tenant has failed to vacate property after tenant WAS GIVEN/GAVE written notice to do so. This notice was served on TENANT/LANDLORD on _____ and tenant WAS GIVEN/GAVE notice to vacate the property by _____.
 - _____ c. The tenant has broken the terms of the rental agreement with property owner by: (be specific)

 - 5) The property owner seeks judgment against the above tenant(s) for restitution of said premises plus costs and disbursements herein.

Verification and Affidavit of Non Military Status

_____, being duly sworn, says that _____ he is _____ plaintiff in this action, that _____ he has read the complaint and that it is true of h_____ own knowledge; that defendant(s) is/are not now in the military of the United State, to the best of h_____ information and belief.

Subscribed and sworn to before me
this _____ day of _____, 20____.

Signed: _____

Daytime Phone: _____

Notary Public/Court Clerk