

# RENO JUSTICE COURT

## HOUSING COURT



RJC's Housing Court partners with certain rental assistance agencies in order to provide a quick decision on rental assistance applications for tenants who are facing eviction for non-payment of rent. Please fill out this form to ask the Court to assign your case to Housing Court.

If you complete and file this document along with your Tenant's Affidavit, the Court will screen your case to decide whether or not your case can be accepted into Housing Court.

If you complete and file this form **you should be aware of the following:**

- Acceptance into Housing Court only means that the court will refer your case to a rental assistance agency that might be able to provide assistance.
- It **does not** guarantee that you will receive rental assistance.
- You can, and should, contact any agencies that might be able to help you as soon as possible.
- You do not need to be accepted into Housing Court to apply for rental assistance.
- If you are accepted into Housing Court, you will be required to complete an application with the applicable rental assistance agency and will be required to submit additional documents to that agency. You should start collecting the supporting documents as soon as possible.
- The additional documents **may** include the following:
  - Proof of Income (Pay Stubs, Unemployment, Most Recent Tax Return, No Income Verification Form etc.).
  - Rental Agreement (Lease); Most Recent Rent Ledger.
  - Valid Photo ID for all household members (18 years of age or older).
  - Social Security Cards for all household members.
  - Proof of Financial Hardship.
  - VA Card (If a Veteran)
- Please go to RJC's Civil Law Self Help Center if you need assistance with completing rental assistance applications and copying/scanning supporting documents

Please fully cooperate and provide necessary documentation to the rental assistance agencies. Incomplete applications or documentation may result in a continuation of your hearing, up to and including possible eviction.

Acceptance into Housing Court does not guarantee rental assistance or that you will not be evicted at your hearing.

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IN THE JUSTICE COURT OF RENO TOWNSHIP  
COUNTY OF WASHOE, STATE OF NEVADA

Landlord's Name: \_\_\_\_\_  
Preferred Pronoun(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Landlord,

vs.

Tenant's Name: \_\_\_\_\_  
Preferred Pronoun(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Tenant.

Case No.: \_\_\_\_\_  
Dept. No.: \_\_\_\_\_

**REQUEST TO PARTICIPATE IN  
HOUSING COURT**

*(If completing by hand, please **print** in clear, legible ink. Illegible documents may be summarily dismissed by the Court)*

1. **Household Members:** In my household there are \_\_\_\_\_ adults (*any other person over the age of 18 living in the home*) and \_\_\_\_\_ children (*any other person under the age of 18 living in the home*) for a total of \_\_\_\_\_ people.

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**List names of household members:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Income** includes employment (*include tips/overtime*), unemployment, retirement, pension, social security, child support. Please list all income for household member(s): (*all numbers should be before taxes are taken out*):

**For each adult in the home, list GROSS MONTHLY income (*before taxes*):**

<b>My total income</b>	<b>\$</b>
<b>Household Adult #1 total income</b>	<b>\$</b>
<b>Household Adult #2 total income</b>	<b>\$</b>
<b>Household Adult #3 total income</b>	<b>\$</b>
<b>Household Adult #4 total income</b>	<b>\$</b>
<b>Household Adult #5 total income</b>	<b>\$</b>
<b>HOUSEHOLD TOTAL</b>	<b>\$</b>

3. If no income is listed above, do you plan to have income in the near future? Please

explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*check here if continuation sheets are attached.*

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4. Have you or anyone in your household been approved for unemployment benefits?  
 Yes or  No

5. Have you or anyone in your household recently received a reduction in income or experienced financial hardship?  Yes or  No  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*check here if continuation sheets are attached.*

6. Do you have a written lease agreement with your landlord?  Yes or  No

7. Is your name included in the lease agreement?  Yes or  No

8. Has any adult within the household received THREE (3) or more months of rental assistance within the last TWO (2) years?  Yes or  No  
If yes, what agency? \_\_\_\_\_

9. Have you or any adult within your household served in the military?  Yes or  No. If yes, list name household member who served in the military \_\_\_\_\_.  
What branch of service \_\_\_\_\_, years served \_\_\_\_\_, character of discharge \_\_\_\_\_.

10. Have you or any adult within the household used a military housing program?  
 Yes or  No.

11. Are you a member of a Union?  Yes or  No.  
If yes, which one? \_\_\_\_\_ (*name of Union*)

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**I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and that the reason for this request is not for the purpose of delay or any other frivolous or improper purposes. Finally, by signing below and providing an email above, I consent to accept electronic service of any documents filed into this case at the e-mail address indicated above, pursuant to Rule 9(c) of the Nevada Electronic Filing and Conversion Rules.**

\_\_\_\_\_  
(Date)                      (Type or Print Name)                      (Signature)

# HOUSING COURT RESOURCES



Resources that may provide legal or housing assistance, financial guidance, and other services.

## **Reno Justice Court Civil Self-Help Center**

Free Legal Assistance  
Northern Nevada Legal Aid (NNLA) and  
Nevada Legal Services (NLS)  
1 S. Sierra St. Reno, NV 89501  
(775) 321-2062  
[selfhelp@nnlegalaid.org](mailto:selfhelp@nnlegalaid.org)

## **City of Reno - Rental Assistance**

(775) 334-3310  
[Housingassistance@reno.gov](mailto:Housingassistance@reno.gov)  
<https://www.reno.gov/government/departments/housing-neighborhood-development>

## **Nation's Finest- Support for Veterans**

419 W. Plumb Lane  
Reno, NV 89509  
(775) 284-8387  
Email: [dpalmer@nationsfinest.org](mailto:dpalmer@nationsfinest.org)  
<https://nationsfinest.org/our-services/>

## **Opportunity Alliance Nevada**

Financial Guidance  
(702) 546-9880  
Email: [OpportunityAllianceNV@gmail.com](mailto:OpportunityAllianceNV@gmail.com)  
<https://opportunityalliancenv.org/unite-nevada-request/>

## **Northern Nevada Literacy Council**

### **(NNLC)**

Occupational Training and Career Resources  
HiSet, GED, Citizenship Classes  
1400 Wedekind Road  
Reno, NV 89512  
(775) 356-1007  
Email: [asantiago@nnlc.org](mailto:asantiago@nnlc.org)  
<https://nnlc.org/>

## **Division of Welfare & Supportive Services**

(775) 684-7200  
<https://accessnevada.dwss.nv.gov/>