



Thank you for choosing Loebsack & Brownlee PLLC for your eviction needs. We want to take a moment to welcome you to The Team and give you some helpful information for the future.

On the following pages, you will find important information regarding our processes and pricing as well contact information for your team members. Our number one goal is to extend to you the best customer service possible, so if in doubt, give us a shout. We are always glad to help.

Please take a few moments to familiarize yourself with our current fee schedule and with our filing requirements. Following these procedures each time will help us to process your evictions as quickly and accurately as possible. We also encourage you to take advantage of our [Free Client Training](#).

A few quick tips for filing that will help us to expedite your evictions and increase your bottom line:

- Proofread tenant addresses – an error in address can prevent service and delay your evictions.
- When filing your initial complaint, you should not include any fees other than rent itself in the “Amount Past Due” box.
- Visit our [Tips sheet](#) for more suggestions to help your cases get review more quickly.

When you are in need of assistance, we are here to help. Feel free to reach out to us with anything you might need. We would also like to invite you to like us on [Facebook](#) and follow us on [Instagram](#) and [Twitter](#).

We are excited to welcome you to The Team, and we look forward to working with you.

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[www.LoebsackBrownlee.com](http://www.LoebsackBrownlee.com)

**NORTH CAROLINA:** Charlotte (704) 970-3900 • Raleigh (919) 792-1690 • Greensboro (336) 890-6460

**SOUTH CAROLINA:** Charleston (843) 647-7354 • Greenville (864) 977-1308

**GEORGIA:** Atlanta (404) 334-4789 • Augusta (706) 426-4176 • Savannah (912) 226-3026

POST OFFICE BOX 30247 | CHARLOTTE, NC 28230



## SOUTH CAROLINA PERKS LETTER

### [CONVENTIONAL PRICING]

*New pricing effective August 15, 2022*

Choosing Loebsack & Brownlee as your Eviction Service Partner comes with some “perks” that we think you might enjoy.

The **first “perk”** is that we provide flat fee pricing for ALL types of eviction cases, not just for non-payment of rent. With Loebsack & Brownlee, your properties will not have to pay “by the hour” anymore for any of their eviction cases.

**We have four tiers of flat fee pricing for our conventional residential evictions:**

- 1) **Basic:** \$110 per eviction (non-payment of rent cases that don’t involve tenant defenses or other legal issues requiring a trial).
- 2) **Answer Or Affirmative Defense:** When a tenant files a Written answer and a Court appearance is required, a fee starting at \$35 is added to the Basic Fee above. Where the resident raises a legal defense in court and the attorney must conduct a full trial to obtain judgment, a fee starting at \$90 is added to the Basic fee above.
- 3) **Intermediate:** +\$260 per eviction added to Basic fee (cases where no outside witnesses are needed - e.g. pets, insurance lapse, falsified application, and other similar).
- 4) **Complex:** +\$480 per eviction added to Basic fee (cases with complex legal issues or 3rd party witnesses are required - e.g. criminal activity, unauthorized occupants, damage to premises, and other similar).

The **second “perk”** with our service is that Loebsack & Brownlee does not charge extra for any legal questions that a Property may have about the eviction cases we file for you. *Phone calls and emails about any of the evictions you file with us are **included** as part of our flat fee pricing...no legal bills.*

In addition to our standard flat-fee prices for “Basic” cases, there are occasions when supplemental fees are charged by our attorneys for additional legal work that was involved in the handling of a specific case. Please click [here](#) to see a current list of ancillary charges that might be invoiced to you in such instances. These fees can change from time to time, so please check back anytime if you’d like to review our current pricing.

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# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Loebsock & Brownlee, PLLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

P.O. Box 30247

6 City, state, and ZIP code

Charlotte, NC 28230

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

4 6 - 1 3 8 4 4 8 8

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

1/5/21

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

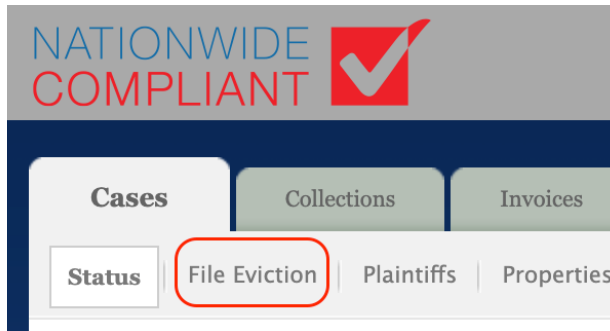
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

## Eviction Filing Guide

1. Log in to [www.NationwideCompliant.com](http://www.NationwideCompliant.com)
2. From the Cases tab, click File Eviction



3. Select the property for which you need to file an eviction. If you only manage one property, then your property will be automatically selected.
4. If the property you need is not showing in the drop-down list, please contact our office.  
**Please do NOT click Add Property or Add Plaintiff.**
5. Choose Residential or Commercial for Eviction Type.  
*Note: There are additional charges for commercial leases and corporate defendants. If you have a question, please visit <https://LoebsackBrownlee.com/Contact-Us> and choose the best option from the dropdown.*
6. Choose the appropriate lease type. **Be sure to choose Lot Only or Lot & Trailer if you're filing for a mobile home community.**  
*Note: There are additional charges for Public Housing, Rural Development, Section 8, & Mobile Homes. For more information, visit <https://LoebsackBrownlee.com/Contact-Us> and choose the best option from the dropdown.*
7. Choose the Reason for Eviction. If you do not see the reason you need, choose other and complete ALL fields.
  - a. For Criminal Activity and Other, you will be given the chance to write a brief description of the breach. If 200 characters is not sufficient, you may type up an extended description and attach it as a supporting document before you click submit.
  - b. For the Witness, please include someone from your staff who has direct knowledge of the situation and who will be available to testify in court.
8. Enter the first and last name of each named leaseholder.
9. Enter the DOB and SSN for each resident. This is required for EVERY eviction so that we may research their military records and prepare the appropriate paperwork. If you do

not have the full SSN or DOB, please click the link that says “Click Here if No SSN” -- this link will appear after you enter the tenant’s name.

to Pay Rent ▼

on

Military Verification Status ?

Click here if no SSN

John		DOB(Ex. MM/DD/YYYY)	SSN(XXX-XX-XXXX)
First Name	Last Name	DOB(Ex. MM/DD/YYYY)	SSN(XXX-XX-XXXX)
First Name	Last Name	DOB(Ex. MM/DD/YYYY)	SSN(XXX-XX-XXXX)
First Name	Last Name	DOB(Ex. MM/DD/YYYY)	SSN(XXX-XX-XXXX)

Apt ▼ (Be sure to include unit number)

Houston

Texas ▼ HARRIS [Change County/Precinct]

77338

10. Double check your spelling, address, and all numbers. Double check the county. An incorrect unit number, address, county or an incorrectly spelled name could result in a continuance or a dismissal.
11. Check the electronic affidavit certifying that you have the authority to file this eviction and that the data you are submitted is correct.
12. Upload copies of the lease, ledger, late notice, and any other pertinent documents as they relate to this eviction. Documents must be in the PDF format and must be under the file size limit. You can attach multiple documents if needed. Sometimes, this process takes a few minutes, so please be patient and don't leave the page until it tells you that your documents are uploaded. You may also fax as a backup option (*see <https://LoebsackBrownlee.com/docsubmission> for more information on that*).
13. Click Submit or Submit/File Another.
14. NOTE: Before you walk away and call it a day, make sure that you see all of the resident's names on the Case Status screen. If you don't see them, we don't see them. You may have to click something that says “Show all 15 (or similar number) cases” to see everybody. You also receive a confirmation email the next morning that will show everybody's names as well.

If you have any trouble, please call (704) 970-3900 and choose the option for Client Relations.

# Loebsack & Brownlee, PLLC

Attorneys at Law



[www.TheEvictionTeam.com](http://www.TheEvictionTeam.com)

August 5, 2014

TO: All Loebsack & Brownlee Clients in South Carolina

RE: Communications with Courts and/or Software Vendor

Dear Valued Client:

In order to ensure that all of your cases are handled properly and to reduce the risk of errors, please direct all correspondence regarding your cases to our office. Please do not contact the court or our software vendor regarding your cases. The only exception to this is when you are contacting the sheriff to schedule the lockout, but that is only after the writ has been filed with the clerk and properly served.

Likewise, the court should not contact you since you are represented by counsel. We are reminding clerks that even though they may have worked directly with you in the past, they are now obligated to communicate with our firm and not with you. If the clerk of court or the magistrate contacts you, please redirect them to our firm.

Over the last several months, we have had an increasing number of issues that have arisen due to clients contacting the court to dismiss or reschedule cases without our knowledge. All dismissals should be handled through the online system by clicking "Dismiss." When your attorneys and your processors are left out of the loop, mistakes happen, which in turn cost you time and money. Issues such as these could also put a strain on relationships with the clerks and the magistrates and reflect poorly on your property and on our firm.

We are here for you and will do everything needed to help you successfully file and process your evictions. Please be sure to communicate with us so that we can do our job most effectively for you.

If you have any questions, please do not hesitate to call or email us. We will be happy to assist you.

Sincerely yours,



William K. Brownlee

WKB/mrb

## EVIDENCE DOCUMENT SUBMISSION GUIDELINES

Each property must upload supporting evidence documents (lease, ledger, late notice) directly into NationwideEviction.com **at the time you submit your eviction request**. This is the best practice as it attaches your documents directly to each individual eviction which greatly reduces the risk that your documents could become lost, and it also allows your attorney to review electronically from any location.

If you do not upload your documents at the time you submit your eviction request, the attorney is not afforded the privilege of reviewing everything and catching any potential errors, and **beginning March 1, 2015, any evictions submitted without supporting documents will not be processed.**

You'll need to attach the **Lease, Ledger, and Late Notice**. For guidance on successfully uploading files, be sure to view our step by step guide (<http://loeb sackbrownlee.com/uploaddocs>).



**Be patient and wait for the documents to upload. If you leave the page prematurely, your documents upload will fail. Be sure to click submit after the documents are uploaded, otherwise they are not truly attached.**

If you've already submitted the eviction request and you need to go back and attach additional documents, just click on the resident's name and complete the process as described above.

Missing documents could result in dismissal or continuance costing you more time and money, so please upload your documents at the same time that you create your eviction.

If you are having trouble uploading your documents into NationwideEviction.com because the files are too large, please see page 2, **Reducing PDF Size**.

**If your property doesn't have a scanner**, please be sure to follow these guidelines and submit your documents to us via fax. We cannot accept documents via email.

1. Each resident's documents (lease, ledger, and late letter) must be sent to us as an **individual** fax with its own cover page. This means you will need to pre-arrange your documents by resident and only send them through your fax machine 1 resident at a time. Please do not combine multiple residents in the same fax.
2. The cover page for each resident needs to include the following:
  - a. Your property's name, address, phone, fax, and email
  - b. The county in which your property is located
  - c. The resident's name
3. North Carolina Fax: (704) 246-3142
4. South Carolina Fax: (843) 647-7188

A sample fax cover sheet is included on page 4 if you would like to use it.

[www.Loeb sackBrownlee.com](http://www.Loeb sackBrownlee.com)

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## Reducing PDF Size

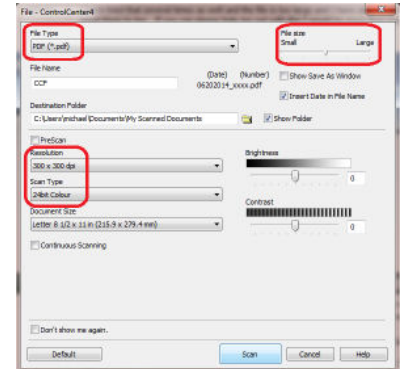
All scanners are different and come with their own proprietary scanning software, but here is a general guide to reducing the file size for your scanned documents.

I use a Brother scanner, and the built in software is set to these defaults for scanning. I've highlighted four things that affect the file size:

1. File Type (must be PDF)
2. File Size
3. Resolution
4. Scan Type

These categories might be called something slightly different in your scanning software.

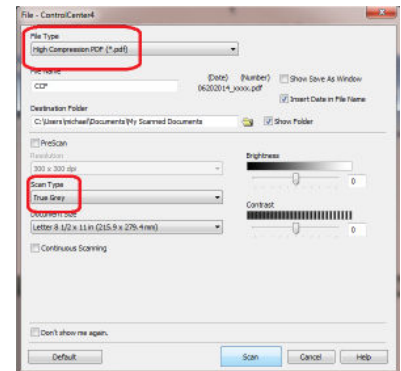
Using these default settings, my 9 page document was 5.29 MB. The limit for Nationwide is 10 MB.



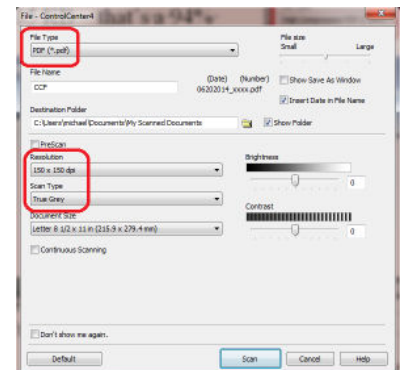
By making these two changes to the right, I was able to decrease the file size to 365 KB – that's a 94% reduction.

Since my scanner has a preconfigured setting called "High Compression," I didn't have to adjust the resolution or file size, but I did have to change to True Grey instead of Color.

Scanning in Color will always result in much larger files.



Your software might not have the "High Compression PDF" setting, but you could also experiment with the Resolution and the Scan Type (or color). I would not recommend going total black and white, but some shade of gray, unless you have color markings on the pages that are crucial information and that don't show up in gray scans. By reducing my resolution to 150 x 150 and switching to True Grey, I reduced the file to 1.7 MB (a 68% reduction). I would not recommend going below 100 x 100 dpi.



If all else fails, there are several free websites that will shrink or compress your PDF for you. Two that we have had success with are <https://smallpdf.com/compress-pdf> and <https://www.adobe.com/acrobat/online/compress-pdf.html>. Please note that uploading documents to a third-party website is inherently risky and we do not guarantee the privacy of your documents if you choose to use one of these sites.



# EVIDENCE DOCUMENT SUBMISSION

## FAX COVER SHEET

Fax to **Loebsack & Brownlee PLLC** NC: (704) 246-3142 SC: (843) 647-7188

County \_\_\_\_\_ Date Submitted \_\_\_\_\_

Court Date (if known) \_\_\_\_\_

Property Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

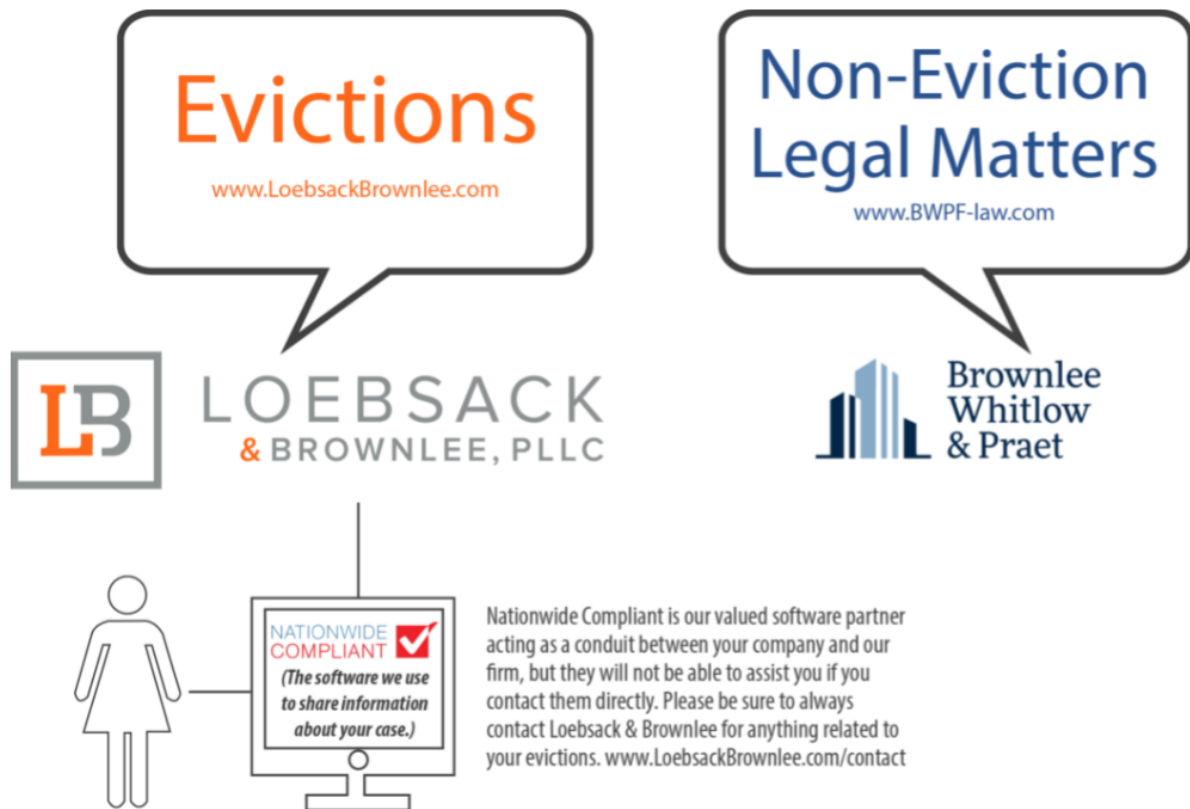
Resident's Name \_\_\_\_\_

Resident's Address \_\_\_\_\_

***Only 1 resident may be submitted per fax. Include the lease, ledger, and late notice.***

***Fax must be sent the same day you submit your eviction through the web portal.***

If you're uncertain who to call in regard to cases and legal work, we hope that the infographic below will help. And, for our firm (Loebsack & Brownlee), the best way to get assistance is via our Contact Form (<http://loebsackbrownlee.com/contact-us/>) so that the first available person on the team may assist. If you only email one person, it may take longer to get a response.



Please do not contact Nationwide Compliant or the Courts directly. Always go through our firm for anything eviction related, even technical support.