{%p set answer\_title = "Defendant’s Request for Discovery (First Interrogatories and Document Requests)" %}

{{p include\_docx\_template('include\_caption.docx',caption\_title = answer\_title) }}

Defendant submits the following interrogatories to you pursuant to Rule 57.01 and the following requests for production to you pursuant to Rule 58.01. You may produce these items for inspection and copying at the offices of Defendant’s counsel within the time allowed by Rule 58.01 or otherwise at a mutually agreeable time, place and manner.

Interrogatories (Questions)

1. Identify **each person who prepared your answers to these interrogatories** or provided information used for your answers to these interrogatories, and for each person provide their:
   1. Name;
   2. Address;
   3. Email;
   4. Telephone number;
   5. Occupation; and
   6. Relationship to the Tenant’s apartment.

{%p if ints.any\_in\_category('Tenancy') %}

Tenancy

{%p endif %}

1. {%p if interrogatories[“persons\_with\_knowledge”] %}
2. Identify each person known to Landlord who was involved in any respect in leasing the Premises to Tenant or with retaking the Premises from Tenant.
3. {%p endif %}
4. {%p if interrogatories[“record\_systems”] %}
5. Identify and describe fully any computer, paper, or other system(s) Landlord has maintained to record or store any written or oral communications or rental records that relate to Tenant from the inception of Tenant’s tenancy in the Premises to the present.
6. {%p endif %}
7. {%p if interrogatories[“all\_communications”] %}
8. Identify and describe each **written or oral** **communication or attempted communication**, except those that are privileged or work product, **between Landlord** (including through any employee, member or agent) **and the Tenant**; or **Landlord** (including through any employee, member or agent) **and any other person**; made from the inception of Tenant’s tenancy in the Premises to the present in connection with **Landlord’s leasing the Premises to Tenant or with retaking the Premises from Tenant**. For each communication, state:
   1. The name and contact information of the individual(s) who communicated or attempted communication with Tenant;
   2. The date of the communication or attempted communication;
   3. Whether the communication or attempted communication was written or oral;
   4. The form of the communication or attempted communication, whether by phone, email, text, letter, etc.;
   5. If the communication or attempted communication was written, where the original or any copies are located; and
   6. The substance of the communication or attempted communication.
9. {%p endif %}
10. {%p if interrogatories[“all\_agreements”] %}
11. **Identify and describe all agreements** (including any Lease, contract, or other agreement, whether written or oral) **Landlord had with Tenant** regarding the Premises or their tenancy of possession of the Premises. For each agreement, state:
    1. The original rent;
    2. The day of each month on which rent is due;
    3. Whether the rental agreement was oral or in writing, and the time period of such an agreement;
    4. The responsibility of each of the parties for payment of water, heat, hot water, electricity, cooking fuel for the apartment, and for any common area utilities and whether these responsibilities are in writing;
    5. Any additional terms of the original tenancy;
    6. Any changes in the terms of the tenancy (including, but not limited to, changes in rent), including the date(s) of all such changes, whether the changed terms were in writing, and what the changed terms were; and
    7. If the agreement was in writing, where the original and any copy is kept.
12. {%p endif %}
13. {%p if interrogatories[“agreements\_other”] %}
14. Identify any agreements that Landlord entered into with anyone, with respect to the **maintenance, rent collection, or management** of the Premises and for each such person or entity, provide:
    1. The date of any such agreements;
    2. A summary of the terms of any such agreements; and
    3. A description of any performance-based bonuses included in the agreements.
15. {%p endif %}
16. {%p if interrogatories[“notice”] %}
17. Identify each **notice or other communication** that Landlord provided to Defendant relating to or regarding the Lease or Defendant’s tenancy or possession of the Premises. For each such notice state:
    1. The date(s) of any such notices;
    2. The general contents of any such notice;
    3. The means by which the notices were tendered to the Tenant;
    4. Any receipts signed by the Tenant, or anyone who purported to sign on Tenant’s behalf, acknowledging receipt of the notices; and
    5. The name, address, and telephone number of the persons who drafted, generated, signed and caused the notice to be sent or delivered to Tenant.
18. {%p endif %}
19. {%p if interrogatories[“list\_payments”] %}
20. State the date and amount of **each payment Landlord received from Tenant** for the Premises or otherwise owed under any lease, and identify how all payments were applied (i.e. if rent for what period; if late fee for what late payment; if utility, which specific utilities and time period, etc.).
21. {%p endif %}

{%p if ints.any\_in\_category("Subsidized Housing") %}

Public and Subsidized Housing

{%p endif %}

1. {%p if interrogatories[“subsidized\_housing\_basic\_facts”] %}
2. If Tenant receives a subsidy or lives in a subsidized unit, state:
   1. The name of the subsidy program and the administering agency;
   2. The full contract rent under the subsidy program;
   3. The tenant’s portion of the rent; and
   4. Any changes to the contract rent and/or the tenant’s portion since the tenancy started, but not exceeding six years from when the action was commenced.
3. {%p endif %}
4. {%p if interrogatories[“subsidized\_housing\_rent\_increase\_request”] %}
5. If you have requested an increase to the contract rent during the past twelve months, describe any such request in full and complete detail, including, but not limited to:
   1. To whom the request was made;
   2. The amount requested;
   3. The basis for such request;
   4. The date and manner of the request;
   5. The agency’s response, if any; and
   6. The tenant’s response, if any.
6. {%p endif %}
7. {%p if interrogatories[“subsidized\_housing\_steps\_for\_termination”] %}
8. Describe the steps you took to terminate the tenancy as required by the lease or program rules, including, but not limited to, an offer of an informal conference and/or grievance hearing. If Tenant requested a conference and/or hearing, for each such conference and/or hearing, state the date, who was present, what each person said, and the results of the conference/hearing.
9. {%p endif %}

{%p if ints.any\_in\_category("Problems with the Apartment/Building") %}

Problems with the Apartment/Building

{%p endif %}

1. {%p if interrogatories[“bad\_conditions\_need\_for\_repair”] %}
2. Describe in full and complete detail how you came to know of each and every need for repair or other problem in the tenant’s apartment and/or common areas of the building, within the most recent 6 years of the tenant’s tenancy. (This includes both alleged and confirmed problems, including, but not limited to, each of the problems alleged in the tenant’s answer and counterclaims.) For each such problem or condition, state:
   1. The nature of the problem;
   2. The date you first became aware of such problem;
   3. How you first became aware of such problem—that is, who, if anyone, informed you and how (orally or in writing); and
   4. What steps, if any, you took in response to being notified of such problem, including whether your investigation confirmed that there was a need for repair.
3. {%p endif %}
4. {%p if interrogatories[“bad\_conditions\_inspections”] %}
5. Describe in detail any inspections of the apartment or building conducted by the Board of Health, Inspectional Services Department, Housing Authority or other agency, within the most recent 6 years of the tenant’s tenancy, including, but not limited to:
   1. The date of the inspection;
   2. The identity of the agency conducting the inspection;
   3. The identity of the person who contacted the agency to perform the inspection and the date of the contact;
   4. The date you received a report from the agency;
   5. The substance of the report;
   6. The date and substance of any communications with the inspector or other representatives of the agency; and
   7. What, if anything, you did in response to the inspection.
6. {%p endif %}
7. {%p if interrogatories[“bad\_conditions\_prepurchase\_inspections”] %}
8. If the landlord before, at the time of, or immediately following the purchase or acquisition of the apartment or building, obtained any inspections, assessments or evaluations of the apartment and/or building, for each such inspection, assessment or evaluation state:
   1. The date;
   2. The name, address, email and telephone number of the person or agency who/that performed it;
   3. When you received or became aware of the inspection, assessment or evaluation;
   4. The contents thereof, stating specifically what problems or conditions were noted; and
   5. What, if anything, you did in response to such inspection, assessment, or evaluation.
9. {%p endif %}
10. {%p if interrogatories[“bad\_conditions\_attempted\_repairs”] %}
11. If the landlord has made or attempted to make inspections and/or repairs (including exterminations) to the tenant’s apartment and/or common areas and systems of the building within the most recent 6 years of the tenant’s tenancy, for each such inspection and/or repair (or attempt), including extermination, state:
    1. A description of each inspection and/or repair;
    2. How and when you let Tenant know of your plan to inspect and/or to repair (including whether there was written notice to the tenant);
    3. The date of each inspection and/or repair;
    4. The name, address, and email and telephone number of the company/person who made each inspection and/or repair; and
    5. The cost of each repair, if applicable.
    6. For repairs, how and when you first knew of the condition that needed to be repaired.
12. {%p endif %}
13. {%p if interrogatories[“lead\_paint”] %}
14. If you have ever learned of or tried to discover whether there is lead paint in the tenant’s apartment and/or building, provide:
    1. A full and complete description of your investigation and/or knowledge/information regarding the presence (or absence) of lead paint in the apartment and/or building, including, but not limited to:
    2. The substance of any inspections, investigation or knowledge/information;
    3. The name, address, email and telephone number of any person/company with information;
    4. The date(s) that you conducted such investigation or otherwise acquired such knowledge/information;
    5. A full and complete description of any steps you have taken regarding the presence of lead paint in the apartment and/or building (i.e., any and all inspections not identified above and/or abatement of any lead paint hazard), including, but not limited to:
    6. The substance of all action taken or work performed;
    7. The date(s) thereof;
    8. Who did what work (name, address, company, email, telephone number, and license number of the deleader);
    9. The details of any arrangements for relocation of Tenant during the abatement process (including where Tenant was relocated, how Tenant was relocated, and the payment of any costs associated with such relocation).
15. {%p endif %}
16. {%p if interrogatories[“bad\_conditions\_tenant\_damaged”] %}
17. If you claim that Tenant caused any damage to the apartment and/or building, describe such damage in full and complete detail, including, but not limited to:
    1. The substance of such damage;
    2. Why you believe Tenant caused the damage;
    3. What if any repairs were made to such damage, the date(s) of such repairs, and the costs of such repairs;
    4. The name(s), address(es), email and telephone number(s) of anyone with knowledge of such damage allegedly caused by the tenant.
18. {%p endif %}
19. {%p if interrogatories[“bad\_conditions\_tenant\_hindered”] %}
20. If you claim Tenant prevented or hindered you from inspecting the apartment and/or making repairs, for each attempt to inspect or make repairs, describe:
    1. The date of the attempt;
    2. How and when you let Tenant know of your plan to inspect and/or to repair;
    3. What Tenant did or said to prevent or hinder the inspection or repair;
    4. The names and addresses of anyone present at the time who has information about the tenant’s interference with the inspection or repair; and
    5. Any financial or other loss suffered as a result of the tenant’s actions or inactions.
21. {%p endif %}
22. {%p if interrogatories[“bad\_conditions\_landlord\_entered\_premises”] %}
23. If you or anyone on your behalf has been inside the tenant’s apartment within the most recent 6 years of the tenant’s tenancy (or before the tenancy for the purpose of renting to/preparing the apartment for the tenant), state who was inside the apartment, when, and why they were there.
24. {%p endif %}
25. {%p if interrogatories[“bad\_conditions\_describe\_maintenance”] %}
26. Describe in full and complete detail the maintenance and management of the apartment and/or building during the tenancy, including, but not limited to, the name of the management company, the identity (by name and address) of each responsible person, a description of each such person’s duties, for how long they have managed and/or maintained the building, and their job training/experience/qualifications.
27. {%p endif %}

{%p if ints.any\_in\_category("Security Deposit") %}

Security Deposit and Last Month’s Rent

{%p endif %}

1. {%p if interrogatories[“security\_deposit\_last\_months\_rent”] %}
2. If you ever received payment(s) for a security deposit and/or last month’s rent from or on behalf of the tenant, or know that Tenant made such payment(s) to a former owner, state:
   1. The amount of each payment and whether it was a security deposit or last month’s rent;
   2. The date each payment was received;
   3. Whether you gave Tenant a receipt and what information was on the receipt;
   4. Whether you asked Tenant to sign a statement about the condition of the apartment;
   5. The amount, account title and number(s), the name(s) and address(es) of any bank(s) in which the security deposit and/or last month’s rent has been kept, in whose social security or tax identification number the funds are held, and the date(s) of the initial deposit in a bank and of any transfer;
   6. Whether the security deposit has at all times been kept in a separate escrow account protected from creditors, and the facts on which you base your response;
   7. Whether you have paid Tenant interest on the security deposit and/or last month’s rent or credited the interest to the tenant’s account and, if so, when and how much; and
   8. A full and complete description of any notice(s) you provided to Tenant about the deposit(s) and/or payment(s) made to a former owner, including the date(s) of such notice(s).
3. {%p endif %}

{%p if ints.any\_in\_category("Disability") %}

Disability

{%p endif %}

1. {%p if interrogatories[“disability\_knowledge”] %}
2. Describe in full detail your knowledge, belief, and/or information, at any time through and including the date of your interrogatory responses, that the Tenant or a household member has a mental and/or physical disability of any kind, including but not limited to the substance of, and the factual basis for, such knowledge, information and/or belief (including, for example, reports, observations, and communication with others).
3. {%p endif %}
4. {%p if interrogatories[“disability\_ra”] %}
5. Describe in detail any requests made by or on behalf of Tenant or household member for an accommodation or accommodation otherwise considered (e.g., a change in rules or policy, a physical change to the apartment, not proceeding with an eviction, or other special treatment) due to their disability, including, but not limited to:
   1. When and how Tenant or other person asked you for an accommodation or an accommodation was otherwise considered (in relation to the Tenant’s Answer or by other means);
   2. What they requested that you do or not do on account of their disability or that you otherwise considered; and
   3. Your response (and/or conclusion).
6. {%p endif %}
7. {%p if interrogatories[“disability\_ra\_response”] %}
8. With respect to any disability-related request(s) for accommodation made by or on behalf of Tenant (or household member), describe in full factual detail the date and substance of such request(s) and the date and substance of your response(s).
9. {%p endif %}
10. {%p if interrogatories[“disability\_ra\_reasonable”] %}
11. If you assert that the requested accommodation or any other accommodation that would permit Tenant and/or household member to continue occupying the Apartment would be unreasonable and/or would constitute an undue financial or administrative burden, describe the reasons for such assertion(s) in full, factual detail.
12. {%p endif %}

{%p if ints.any\_in\_category("Other") %}

Other

{%p endif %}

1. {%p if interrogatories[“discrimination\_subsidy\_receipt”] %}
2. If Tenant or any agency or person asked you to accept a subsidy or other financial assistance for the tenancy (for example, Section 8, or rental assistance from any source) or to fill out any forms related to such assistance for a housing authority or other government or private agency, please describe such request in detail, including, but not limited to:
   1. What you were asked to do;
   2. When;
   3. How (orally or in writing) the request was made; and
   4. Your response (including the factual basis for any refusal to accept assistance).
3. {%p endif %}
4. {%p if interrogatories[“rental\_value”] %}
5. Please state your opinion, if any, of the fair market monthly rental value of the apartment (i.e., for how much you could rent the apartment in good condition) for each year of Tenant’s occupancy, and describe in detail the basis for your opinion.
6. {%p endif %}
7. {%p if interrogatories[“insurance\_policies”] %}
8. Identify **any insurance policies** which Landlord believes may cover any of the claims or damages sought by Tenant in this lawsuit, including any policy that may provide indemnification or other benefits to Landlord or any other person as a result of Tenant’s claim(s) in this lawsuit. For each such insurance policy state:
   1. The name of the insurer;
   2. Policy number of the policy;
   3. Policy limits applicable to the liability insurance;
   4. The amount of the deductible, if any;
   5. The date the insurer was notified of any claims regarding Tenant’s claims against you; and
   6. explain whether the insurer is defending this action or asserting any coverage defenses.
9. {%p endif %}
10. {%p if interrogatories[“witnesses”] %}
11. Identify each **expert witness** whom the Landlord expects to call at trial, and for each person listed state:
    1. Whether such expert has been retained;
    2. Their occupation;
    3. Their place of employment;
    4. Their qualifications to give an opinion;
    5. Their hourly deposition fee; and
    6. The general nature of the subject matter on which they are expected to testify.
12. {%p endif %}
13. {%p for interrogatory in other\_ints %}
14. {{ interrogatory.content }}
15. {%p endfor %}

|  |  |
| --- | --- |
| **CERTIFICATE OF SERVICE OF DISCOVERY**  (PROPOUNDED) | |
| The propounding party’s attorney served electronic versions of this discovery request in both MS Word and Adobe PDF format via **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** | {%p if other\_parties[0].attorney.there\_are\_any %}  **Plaintiff's attorney:**  {{ other\_parties[0].attorney[0].name }}  {%p else %}  **Plaintiff:**  {{ other\_parties[0].name }}  {%p endif %} |

Sworn Signature of Responding Party

STATE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The below named person has prepared and read the foregoing responses to these Interrogatories, and the answers given are true and correct according to the best of their knowledge, information and belief.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name)

Subscribed and sworn to before me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notary Public  
  
My Commission Expires:

Document Requests

{%p if drq.any\_in\_category('Tenancy') %}

Tenancy

{%p endif %}

1. {%p if document\_requests[“tenancy\_files”] %}
2. Landlord’s **complete file or files** regarding the Defendant’s leasing, tenancy or possession of the Premises, including any ESI.
3. {%p endif %}
4. {%p if document\_requests[“written\_agreements”] %}
5. All **written agreements** (including any Lease, contract, or other agreement) Landlord had with Tenant regarding the Premises.
6. {%p endif %}
7. {%p if document\_requests[“landlord\_documents”] %}
8. All documents (including) memoranda, correspondence, ledgers, accounting records, handwritten notes, ESI, or other documents prepared or stored by Landlord or anyone acting on behalf of the Landlord (other than items that are subject to privileged or work product protection) that relate to, regard, or refer to **the Lease, the Tenant, or the Premises**.
9. {%p endif %}
10. {%p if document\_requests[“tenant\_conduct\_notices”] %}
11. All **written notices, rules and regulations not set forth in the Lease** that applied to the conduct of Tenant while Tenant was in possession of the Premises.
12. {%p endif %}
13. {%p if document\_requests[“management\_policies”] %}
14. All documents**,** containing any and all policies, rules and/or regulations **which governed the management and administration of the Premises** during the time of Tenant’s possession of the Premises.
15. {%p endif %}
16. {%p if document\_requests[“accounting\_documents”] %}
17. All of Landlord’s **accounting documents relating to Tenant’s rental, tenancy, possession or dispossession** of the Premises. These include but are not limited to: documents that record the debits, credits, and total debt owed by Tenant, if any, and/or establish the running balance of Tenant’s account with you for their rental Premises.
18. {%p endif %}
19. {%p if document\_requests[“rental\_payments\_records”] %}
20. All books, ledgers, statements, receipts and/or other documents containing any information regarding any and all **rental payments given or credits received** by Tenant for any rent owed by Tenant on the Premises.
21. {%p endif %}
22. {%p if document\_requests[“non\_rent\_financials”] %}
23. All books, ledgers, statements, receipts and/or other documents containing any information regarding any and all **non-rent payments given or credits received by Tenant** including, but not limited to: security deposits, pet deposits, damage deposits, cleaning deposits, utility payments etc. for any charges owed by Tenant on the Premises.
24. {%p endif %}
25. {%p if document\_requests[“landlord\_tenant\_communication\_docs”] %}
26. Landlord’s documents (including ESI) comprising or recording or containing **communications or attempted communications between the Landlord** (including through any employee, member or agent) **and Tenant. This includes letters,** notes, summaries, emails, or recordings of any oral discussions, email, electronic messaging, SMS or MMS (texting) or any other medium or method of communications between the Landlord and the Tenant. Topics of interest include but are not limited to any communications about:
    1. The lease or termination of the Lease between Landlord and the Tenant;
    2. The notices or demands Landlord made to Tenant for payment, or of default or abandonment by Tenant;
    3. Tenant’s tenancy in, possession of, or ouster from the Premises; and
    4. Landlord’s retaking of the Premises from the Tenant.
27. {%p endif %}
28. {%p if document\_requests[“landlord\_tenant\_communications\_exchange”] %}
29. All letters, memos, notes or other correspondence **exchanged between Landlord and the Tenant** (whether Tenant was the sender or the recipient) regarding the Tenant, the Lease, or the Premises.
30. {%p endif %}
31. {%p if document\_requests[“third\_party\_complaints”] %}
32. All letters, memos, notes, phone logs, correspondence or other documents containing any **complaints by any third party or agency** **made to the Landlord about the conduct of the Tenant**, anyone in Tenant’s household, or any guest of Tenant while Tenant was in possession of the Premises (including, but not limited to complaints to law enforcement agencies, other tenants, members of the public, your employees or agents, etc.).
33. {%p endif %}
34. {%p if document\_requests[“tenant\_complaints”] %}
35. All letters, memos, notes, phone logs, correspondence or other documents containing any complaints Tenant made to Landlord or any other third party or agency regarding the conduct of any other tenants, employees, officers, members, managers, or other agents of the Plaintiff while Tenant was in possession of the Premises (including, but not limited to complaints to law enforcement agencies, other tenants, members of the public, Landlord’s employees or agents, etc.).
36. {%p endif %}
37. {%p if document\_requests[“maintenance\_requests”] %}
38. All letters, memos, notes, phone logs, correspondence and/or other documents containing any information regarding any **complaints Tenant made** to Landlord regarding the repair and maintenance of the Premises.
39. {%p endif %}
40. {%p if document\_requests[“visual\_depictions\_of\_premises”] %}
41. All **visual depictions** (e.g. photographs, video, sketches, maps, diagrams, etc.) or **ESI capable of producing visual depictions** that contain or can produce images of **the Premises or any adjacent real property** (including the public streets and any rights of way).
42. {%p endif %}
43. {%p if document\_requests[“visual\_depictions\_of\_damage”] %}
44. All **visual depictions** (e.g. photographs, video, sketches, maps, diagrams, etc.) or **ESI capable of producing visual depictions** that contain or can produce images of **any damage and/or waste to the Premises caused by the Tenant**, by any member of the Tenant’s household, or by any guest of the Tenant.
45. {%p endif %}
46. {%p if document\_requests[“surveillance\_records”] %}
47. All documents, including surveillance reports, video, or audio made by Landlord, law enforcement, or any person on your behalf regarding **any surveillance conducted on the Tenant**.
48. {%p endif %}

{%p if drq.any\_in\_category("Problems with the Apartment/Building") %}

Problems with the Apartment/Building

{%p endif %}

1. {%p if document\_requests[“health\_violations”] %}
2. All documents, including notices, letters, correspondence, or other documents regarding any alleged **health, housing, or building code violations** pertaining to the Premises.
3. {%p endif %}
4. {%p if document\_requests[“repair\_maintenance\_records”] %}
5. All documents containing any information relating to any **repairs and/or maintenance work which was performed in or on the Premises** that relate to the Tenant’s possession of the Premises, including but is not limited to producing documents relating to both the labor expenses and the materials used for making the repairs or maintaining the Premises.
6. {%p endif %}

{%p if drq.any\_in\_category("Disability") %}

Disability

{%p endif %}

1. {%p if document\_requests[“disability\_ra\_request”] %}
2. Any documents concerning the tenant’s or household member’s disability and/or request for accommodation (i.e., a change in rules or policy, a physical change in the apartment and/or common areas, etc.) that the tenant or anyone on his/her behalf has made to you and your response to such request, and any offers of reasonable accommodation that you otherwise have made to the tenant or household member.
3. {%p endif %}
4. {%p if document\_requests[“disability\_ra\_burdensome”] %}
5. Any and all documents substantiating or concerning whether any request(s) for accommodation(s) made by or on behalf of the tenant or household member would constitute an undue financial or administrative burden on the landlord.
6. {%p endif %}
7. {%p if document\_requests[“disability\_ra\_reasonable”] %}
8. Any and all documents substantiating or concerning whether any request(s) for accommodation(s) made by or on behalf of the Tenant would be otherwise unreasonable.
9. {%p endif %}
10. {%p if document\_requests[“disability\_ra\_plan”] %}
11. All documents regarding any policy of the landlord regarding persons with disabilities including any reasonable accommodation plans or policies, all attachments and/or appendices, and any forms or releases that are used in connection with any such policies.
12. {%p endif %}

{%p if dqr.any\_in\_category("Security Deposit") %}

Security Deposit and Last Month’s Rent

{%p endif %}

1. {%p if document\_requests[“security\_deposit\_correspondence”] %}
2. All documents the record or reflect any communications or correspondence between Landlord and Tenant **regarding Tenant’s security deposit** for the Premises, any itemization of damages related to the security deposit, or any offer or requests to conduct a walkthrough of the Premises to determine the appropriate refund of Tenant’s security deposit.
3. {%p endif %}
4. {%p if document\_requests[“post\_tenancy\_condition”] %}
5. All documents, including notices, invoices, bills, canceled checks, receipts, and other documents related to any **cleaning, repair or reconditioning** of the Premises after the Tenant’s possession of the Premises ended.
6. {%p endif %}

{%p if drq.any\_in\_category("Other") %}

Other

{%p endif %}

1. {%p if document\_requests[“dv”] %}
2. Any documents concerning any incident(s)of domestic violence against the tenant or a household member at in the apartment including but not limited to police reports, restraining orders, requests for lock changes for safety reasons and/or and early lease termination of the tenancy agreement.
3. {%p endif %}
4. {%p if document\_requests[“harassment”] %}
5. Any documents related in any way to the tenant’s claim of sexual harassment.
6. {%p endif %}
7. {%p if document\_requests[“insurance”] %}
8. Any documents concerning fire, property and/or liability **insurance** of the apartment/building, including, but not limited to, policies, binders, contracts, agreements, vouchers, checks, notices, correspondence, and notices to your insurer of claims concerning the apartment and/or building.
9. {%p endif %}
10. {%p for request in other\_drq %}
11. {{ request.content }}
12. {%p endfor %}

|  |  |
| --- | --- |
| **CERTIFICATE OF SERVICE OF DISCOVERY**  (PROPOUNDED) | |
| The propounding party’s attorney served electronic versions of this discovery request in both MS Word and Adobe PDF format via **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** | {%p if other\_parties[0].attorney.there\_are\_any %}  **Plaintiff's attorney:**  {{ other\_parties[0].attorney[0].name }}  {%p else %}  **Plaintiff:**  {{ other\_parties[0].name }}  {%p endif %} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| In the {{ trial\_court.name }}, Missouri | | | | |
| Associate Division | | | | |
|  | | | | |
| **{{ other\_parties }}** | | |  |  |
|  |  | Plaintiff, |  |  |
|  | v. |  |  |  |
|  |  |  |  | Case Number: {{ docket\_number }} |
| **{{ users.short\_list(1) }}** | | |  |  |
|  |  | Defendant. |  |

**Defendant’s Certificate of Service Discovery To Plaintiff**

Defendant states electronic copies of the listed discovery requests were served in both Acrobat (.pdf) and MSWord (.doc) formats by e-mail.

* Defendant’s Request for Discovery (First Interrogatories and Document Requests)
* A copy of this certificate of service.

{{p include\_docx\_template('include\_signature.docx', certificate\_of\_service\_type =”short”) }}