

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY,  
PENNSYLVANIA**  
*Civil Division*

**Case Number:**

**Landlord(s) Complaint**

Landlord's Name,

v.

**This Complaint is filed on behalf of\*:**

Tenant's Name.

\*your name, address, and telephone number

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION

ARBITRATION DOCKET

NO. \_\_\_\_\_

Plaintiff

vs.

HEARING DATE \_\_\_\_\_

Defendant

**NOTICE TO DEFEND**

YOU HAVE BEEN SUED IN COURT. If you wish to defend against the claims set forth in the following pages, YOU MUST take action within TWENTY (20) days after this complaint and notice are served, by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. You are warned that if you fail to do so, the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the plaintiff. You may lose money or property or other rights important to you.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

LAWYER REFERRAL SERVICE  
The Allegheny County Bar Association  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, Pennsylvania 15219  
Telephone: (412) 261-5555  
[www.getapittsburghlawyer.com](http://www.getapittsburghlawyer.com)

**HEARING NOTICE**

YOU HAVE BEEN SUED IN COURT. The above Notice to Defend explains what you must do to dispute the claims made against you. If you file the written response referred to in the Notice to Defend, a hearing before a board of arbitrators will take place in Courtroom Two, Seventh Floor, City-County Building, 414 Grant Street Pittsburgh, Pennsylvania, on \_\_\_\_\_, at 9:00 A.M. **IF YOU FAIL TO FILE THE RESPONSE DESCRIBED IN THE NOTICE TO DEFEND, A JUDGMENT FOR THE AMOUNT CLAIMED IN THE COMPLAINT MAY BE ENTERED AGAINST YOU BEFORE THE HEARING.**

**DUTY TO APPEAR AT ARBITRATION HEARING**

If one or more of the parties is not present at the hearing, **THE MATTER MAY BE HEARD AT THE SAME TIME AND DATE BEFORE A JUDGE OF THE COURT WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.**

NOTICE: YOU MUST RESPOND TO THIS COMPLAINT WITHIN TWENTY (20) DAYS OR A JUDGMENT FOR THE AMOUNT CLAIMED MAY BE ENTERED AGAINST YOU BEFORE THE HEARING. IF ONE OR MORE OF THE PARTIES IS NOT PRESENT AT THE HEARING, THE MATTER MAY BE HEARD IMMEDIATELY BEFORE A JUDGE WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY,  
PENNSYLVANIA**

No.

v. Plaintiff(s),

Hearing Date:  
Court Room 2, 7<sup>th</sup> Floor  
City-County Building  
9:00 A.M.

Defendant(s).

**COMPLAINT – POSSESSION SOUGHT**

1. Plaintiffs address:

2. Defendant's address:

3. On or about  
property located at

Plaintiff and Defendant entered into a ( ) written or ( ) oral lease for the

ATTACH COPY OF WRITTEN LEASE TO THIS DOCUMENT.

4. Notice to vacate property was given on

in accordance with law by:

POSTING NOTICE ON PREMISES IN A CONSPICUOUS PLACE ON THE LEASED PROPERTY.

HAND DELIVERED OR OTHER (specify):

A copy of any notice(s) are attached hereto, OR

No notice is required under the terms of the lease.

5. Plaintiff claims possession of premises because:

The term for which the property was leased has fully ended.

Forfeiture has resulted because of a breach of the conditions of the lease, other than non-payment of rent, specifically: (attach additional sheet if necessary)

Rent reserved and due has, upon demand, remained unsatisfied.

6. Defendant has retained the property and refused to give possession.

7. Plaintiff seeks the following monetary relief:

Rent remaining due and unpaid as of the filing of the complaint in the amount of:

Damages for injury to real property specifically:

in the amount of:

Unjust detention damages in lieu of rent in the amount of:

Other monetary relief in the amount of:

8. Plaintiff further seeks rent or its equivalent coming due during the Court of Common Pleas proceedings.

Plaintiff/Plaintiffs Attorney's Address

Plaintiff/Plaintiffs Attorney's Phone Number

Plaintiff/Plaintiffs Attorney's Email

Plaintiff/Plaintiffs Attorney's Signature

Date

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

_____ Plaintiff(s)	CIVIL DIVISION
vs.	Case No. _____
_____ Defendant(s)	

**VERIFICATION**

I, \_\_\_\_\_, certify that the facts contained in the foregoing Complaint are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are subject to the penalties of 18 Pa.C.S. §4904 related to unsworn falsification to authorities.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_