



**UNLAWFUL DETAINER ASSISTANT  
APPLICANT INSTRUCTIONS  
(INDIVIDUAL)**

**Attached you will find a copy of the following:**

1. Summary of Procedures for processing Unlawful Detainer Assistant Applications
2. Business & Professions Codes covering the registration requirements for Unlawful Detainer Assistants  
**(Please read the registration requirements before you complete the application)**
3. Application form (There are two separate applications, one for **Individual** and one for **Corporation/Partnership** make sure you have requested the correct application)

**To complete the registration process, you must do the following:**

1. Complete and sign the application form
2. Provide **all** supporting documentation as requested in the application
3. Provide payment of fees:
  - a. **\$182.00** cash or check **payable to County Clerk** (includes **1** I.D. Card)
  - b. **\$10.00** for each additional I.D. card issued **payable to County Clerk**
  - c. **\$13.00** 1<sup>st</sup> page of bond (**\$3.00** for each additional page) – **Paid to Solano County Recorder**
4. Bonding Requirements - **\$25,000 for 1 to 4 assistants, \$50,000 for 5 to 9 assistants and \$100,000 for 10 or more assistants.** Must be an Unlawful Detainer Assistant bond made out to the State of California. If you are filing a Secondary registration you may file and record a certified copy of the original bond.
5. Valid picture identification
6. Personally bring all of the above to the Solano County Treasurer-Tax Collector-County Clerk's office  
675 Texas Street, Suite 1900, Fairfield, California between the **hours of 8:00 – 4:00\* Monday - Friday.**

(\* ) Solano County Recorder's office records documents until **3:30 p.m.** each day. If you would like to have your bond recorded the same day you file your registration, **please be in our office before 3:00 p.m.**

Note: **Please allow 30 minutes to 1 hour to process your registration and issue I.D. card (s)**

**INDIVIDUAL  
REGISTRATION AS UNLAWFUL DETAINER ASSISTANT  
COUNTY OF SOLANO**

**Registration Number:** \_\_\_\_\_

If a renewal, a new number must be assigned if there is any lapse in the period of registration.

**Expiration Date:** \_\_\_\_\_

Two years from date of filing/renewal of registration

**Filing Fees**

Filing registration: \$175.00

Filing Bond: 7.00

**Total fee payable to County Clerk \$182.00**

Each additional ID card \$10.00

**Payable to Solano County Clerk**

**Additional fee payable by separate check to  
Solano County Recorder**

Record the bond – 1<sup>st</sup> page of bond \$13.00

Each additional page of bond 3.00

This space reserved for County Clerk use

Completely fill in all personal information requested in Part A. Check each applicable box in Parts B – E and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each box that is checked (attach certified copies and originals as specified). You must sign the completed application under penalty of perjury.

**A. Personal Information**

Name: \_\_\_\_\_  
First Middle Initial Last

Date of Birth \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

CA Driver's License Number (or other personal identification that is acceptable to the County Clerk):

\_\_\_\_\_

**B. Civil Judgment**

Have you been held liable in a final judgment or a stipulated judgment entered in a civil action that alleged fraud, use of an untrue or misleading representation, or use of an unfair, unlawful or deceptive business practice?

YES (attach certified copy of each judgment)       NO

Have you had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a Legal Document Assistant or an Unlawful Detainer Assistant?

YES (attach certified copy of each judgment)       NO

**C. Criminal Conviction** (Note: Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code 1203.4 must be included.)

Have you been convicted of a felony?

YES (attach certified copies of each conviction and disposition)       NO

Have you been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127?

YES (attach certified copies of each conviction and disposition)       NO

Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants at Business and Professions Code 6400 – 6416?

YES (attach certified copies of each conviction and disposition)       NO

**D. Revocation of Registration**

Have you had a registration as a Legal Document Assistant or an Unlawful Detainer Assistant revoked by a County Clerk under Business and Professions Code 6413?

YES (attach certified copy of each revocation)       NO

**E. Disbarment/Suspension**

Are you presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100 – 6117?

YES Date of disbarment or suspension \_\_\_\_\_  NO

**RENEWAL OF REGISTRATION**

To be eligible to renew registration, registrant shall complete 15 hours of continuing legal education courses during the two-year period preceding renewal.

I have completed the legal education courses required by Business and Professions Code Section 6402.2

I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents is true and correct and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117.

Signature \_\_\_\_\_

Date \_\_\_\_\_