



**UNLAWFUL DETAINER ASSISTANT
APPLICANT INSTRUCTIONS
CORPORATION/PARTNERSHIP REGISTRATION
COUNTY OF FRESNO**

To complete the registration process, the following steps must be met:

1. Complete and sign the application form.
2. Provide supporting documentation as requested on the application form.
3. Fees are as follows:
 - (a) Initial fee of \$201.00 plus an additional \$3.00 per page attached to the bond, if applicable.
 - (b) \$10.00 each additional ID card to be issued.
 - (c) An application for an individual shall be accompanied by a bond in the amount of \$25,000 for 1 to 4 employees, \$50,000 for 5 to 9 employees and \$100,000 for 10 or more employees.
4. All applications for an individual, corporation, or general partner will need a passport picture for the ID card.

Applicant must be present with proper identification.

Per California BP code 6403(b), the application for registration of a natural person shall be accompanied by the display of personal identification acceptable to the county clerk to adequately determine the identity of the applicant.



**UNLAWFUL DETAINER ASSISTANT
CORPORATION/PARTNERSHIP REGISTRATION
COUNTY OF FRESNO**

Registration Number: _____

If a renewal, a new number must be assigned if there is a lapse in the period of registration greater than 3 years.

Expiration Date: _____

Two years from File/Renewal date or date bond expires.

Filing Fees

Filing Registration	\$ 182.00
Filing Bond	+ \$ 19.00
Total fee payable to "Fresno County Clerk"	\$ 201.00
Additional ID cards	\$ 10.00
Each Additional Page	\$ 3.00

(This space reserved for County Clerk Use)

Instructions:

- **Completely fill in all personal information requested in Part A**
- Check each applicable box in Parts B through D 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. Business and Personal Information

Name: _____ Date of Birth: _____

Business Name: _____

Business Address: _____

Business Telephone Number: _____

Number of unlawful detainer assistants employed by the corporation or partnership
 One to four (\$25,000 bond) Five to nine (\$50,000 bond) Ten or more (\$100,000 bond)

2221 Kern Street (mailing address) or 2220 Tulare St., 1st Fl. (physical address) • Fresno, California 93721 Clerk Services
(559)600-2575 • Elections (559)600-8683 • Fax (559)488-3279 • Central Warehouse (559)600-3032
Equal Employment Opportunity • Affirmative Action • Disabled Employer

List the name, address, telephone number and age of each corporate officer or general partner:			
(1) Name	Date of Birth	Telephone Number	
(1) Address	City	State	Zip Code
(2) Name	Date of Birth	Telephone Number	
(2) Address	City	State	Zip Code
(3) Name	Date of Birth	Telephone Number	
(3) Address	City	State	Zip Code
(4) Name	Date of Birth	Telephone Number	
(4) Address	City	State	Zip Code
(5) Name	Date of Birth	Telephone Number	
(5) Address	City	State	Zip Code
(6) Name	Date of Birth	Telephone Number	
(6) Address	City	State	Zip Code

B. Civil Judgment

- Has any officer or general partner 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? (**attach** certified copy of each judgment). **YES** **NO**
- Has any officer or general partner had a civil judgment entered against them in an action arising out of negligence, reckless or willful failure to properly perform obligations as a legal document assistant or an unlawful detainer assistant? (**attach** certified copy of each judgment). **YES** **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).

- Has any officer or general partner been convicted of a felony? (**attach** certified copies of each conviction and disposition). **YES** **NO**

Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code §6125-§6127, or found liable under Section §6126.5? (**attach** certified copies of each conviction and disposition).

YES NO

Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Code §6400-6416? (**attach** certified copies of each conviction and disposition).

YES NO

D. Revocation of Registration/Disbarment or Suspension

Has any officer or general partner had a registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code §6413? (**attach** certified copy of each revocation).

YES NO

Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117? Date of Disbarment or Suspension _____.

YES NO

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.

*Signature:	Title:
Date:	Place of Execution:
*Signature:	Title:
Date:	Place of Execution:

***Corporate applicant:** Application must be signed by: The chairman of the board or the president; or by any vice president **AND** the secretary, any assistant secretary, the chief financial officer or any assistant treasurer.

***Partnership applicant:** Application must be signed by at least one general partner.

Due to California Assembly Bill 285 (Chapter 295)

Effective January 1, 2016, the Department of Consumer Affairs shall develop the application required to be completed by a person for purposes of registration as an Unlawful Detainer Assistant. In an effort to meet the new requirements this Temporary Addendum to the application is in place only until the official application is issued by the Department of Consumer Affairs.

Renewal of Registration – Individual / Corporations-Partnership

Registration #: _____

Name(s) on Application: _____

Business Name: _____

Per Business & Professions Code Section §6402.2, to be eligible to renew registration, the registrant shall complete 15 hours of continuing legal education courses, which meet the requirements of Section §6070 MCLE (Minimum Continuing Legal Education Requirements), during the two-year period preceding renewal.

This addendum is incorporated with my application dated: _____

I declare under penalty of perjury under the laws of the State of California that I have completed **15 (fifteen) hours of continuing legal education courses** as required per B&P Code Section §6402.2, which meet the requirements set forth in B&P Code Section §6070.

Signature: _____

Date: _____

Signature: _____

Date: _____

** This Addendum MUST be executed by the same signer as showing on the referenced application.*