
IN THE MAGISTRATE COURT OF RICHMOND COUNTY, GEORGIA

Plaintiff

v.

Case No. _____

Defendant

Address

AFFIDAVIT FOR SUMMONS OF DISPOSSESSORY

Personally appeared _____, who upon oath says that he is the attorney for the owner of said premises, and the Defendant is in possession as tenant of premises at the above address in RICHMOND County.

Further Tenant:

- (a) fails to pay the rent which became past due after _____, 20__;
- (b) holds the premises over and beyond the term for which they were rented or leased to him; or
- (c) failed to pay rent of _____ for the month of _____, 20__, and that Plaintiff desired and has demanded possession of the premises and Defendant has filed and refused to deliver said possession.

WHEREFORE, Plaintiff DEMANDS:

- (a) possession of the premises; (b) past due rent of \$ _____; (c) rent accruing up to date of judgment of vacancy at the rate of \$ _____ per month; (d) contractual lease fees of \$ _____ plus attorney's fees as will be proven at trial.

WHEREFORE, Plaintiff makes this affidavit that warrant and summons may issue against the Tenant as provided by law. Plaintiff further requests that Defendant be personally served.

SWORN TO AND SUBSCRIBED BEFORE ME

This ____ day of _____, 20__

Affiant

Clerk/Magistrate Richmond County, Georgia

SUMMONS TO TENANT

TO THE ABOVE-NAMED TENANT:

YOU ARE HEREBY COMMANDED AND REQUIRED TO APPEAR at the **MAGISTRATE COURT OF RICHMOND COUNTY, GEORGIA**, 640 Ronald Reagan Dr., Evans, Georgia, P.O. Box 777 to answer the within affidavit either orally or in writing on or before the ____ day of _____, 20__ between the hours of 8:00 AM and 5:00 PM. You or your attorney may file with the Clerk of said Court, a written answer setting forth any legal or equitable defense or counterclaim which you may have to the Plaintiff's Affidavit, OR you may answer orally.

If you fail to answer by mentioned date, the Court shall issue a writ of possession and a judgment by default against you for all rents due together with costs of court.

Witness the Presiding Judge of said Court.

Clerk/Magistrate, Richmond County, Georgia

This ____ day of _____, 20__

THE WITHIN WARRANT IS HEREBY DISMISSED, this ____ day of _____, 20__

LANDLORD

STATE OF GEORGIA, COUNTY OF RICHMOND

WRIT OF POSSESSION

It appearing to the Court that the Defendant _____ was duly served Summons of Dispossession, said case having been called for a hearing and the Defendant failing to appear and failing to answer after being summoned and directed to do so.

IT IS HEREBY ORDERED AND ADJUDGED, that the Lawful Officer of Richmond County remove said Defendant together with his property found thereon from said house and premise and to deliver full and quiet possession of same to the Plaintiff herein.

Dated at _____, Richmond County Georgia, this _____ day of _____, 20_____

Magistrate/Civil Court Judge

I have this day served the within Affidavit and Summons upon the Tenant

By leaving true copies of the same:

- (A) With the Tenant personally
(B) By delivering the same to a person sui juris, residing at the premises described in the Landlord's affidavit in Richmond County, Georgia

To-wit: _____
(name, age, and relationship of person served to defendant)

- (C) After reasonable effort, no such person being found residing at the premises, and no person sui juris being found there, by tacking a copy of said summons and affidavit on the door of the premises, and on the same day of such tacking, enclosing, stamping and mailing by first class mail a copy of said summons and affidavit to the defendant at the last known address.

- (D) By leaving true copies of the same with an agent of the Tenant (corporation or partnership) at the listed address

namely: _____
(name and office or position of the agent)

_____ O'clock _____ M., on the _____ day of _____, 20_____

DEPUTY MARSHAL

NO. _____

WARRANT TO DISPOSSESS TENANT
MAGISTRATE COURT
OF RICHMOND COUNTY, GEORGIA

Plaintiff

v.

Defendant

Address

I have this day executed the Writ of Possession
_____ by: (A) Removing said Tenant,

At _____
or (B) ascertaining that said tenant has vacated from the
Premises at _____

I have delivered unto the landlord, his agent, or
Representative, full peaceable and quiet possession of the
Premises described in the above address.

This _____ day of _____, 20_____

Signature of landlord, agent, or representative

Deputy Marshal