

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to defendant/respondent.
  - b. First copy – to district court and filed with case papers.
2. Prepared by plaintiff.
3. Attachments – none.
4. Preparation details

This form is to be used to provide notice to a defendant/respondent of the hearing to establish final rent and damages in an unlawful detainer action where the court granted a continuance after granting possession to determine final rent and damages due. The plaintiff should provide the defendant/respondent the amounts requested. The notice must be mailed at least 15 days prior to the date of the hearing.

**NOTICE OF HEARING TO ESTABLISH  
FINAL RENT AND DAMAGES**

Commonwealth of Virginia VA. CODE § 8.01-128

Case No. **1**

Circuit Court  
 General District Court

**2**  
CITY OR COUNTY

**3**  
COURT ADDRESS

This notice is filed in connection with Case No. **4**

**5** PLAINTIFF v. **6** DEFENDANT

The plaintiff hereby gives notice to the defendant/respondent that, because of a hearing on

**7** upon a Summons for Unlawful Detainer for  
DATE

**8**  
ADDRESS/DESCRIPTION OF DETAINED PROPERTY

at which the above named court granted a final, appealable judgment for possession of the property unlawfully entered or detained, a writ of possession for the premises, and upon the continuance of the case, **another hearing will be held on**

**9** at **10** to establish final rent and damages in the following amount(s):  
DATE TIME

\$ **10** rent due for **11**  
RENT PERIOD OF TIME

and \$ **12** late fee and \$ **13** damages for **14**

with interest **15** and \$ **16** costs and \$ **17** civil recovery  
RATE(S) AND BEGINNING DATE(S)

and \$ **18** attorney's fees. **19**  See attached sheet for itemized damages.

Total rent and damages claimed \$ **20**

The plaintiff further notifies the defendant/respondent that the plaintiff seeks judgment in the amount(s) specified above.

The undersigned hereby certifies to mailing this notice to the defendant at the defendant's last known address of

**21**  
ADDRESS

on **22** (must be at least 15 days prior to the continuance date specified above).  
DATE OF MAILING

A copy of this notice has been filed with the court.

**23**  
DATE

**24**  
 PLAINTIFF  PLAINTIFF'S ATTORNEY

**25**  
PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

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**Data Elements**

1. Court case number.
2. Jurisdiction name. Check the appropriate box to indicate the court.
3. Street address of court.
4. Case number of unlawful detainer action.
5. Name and address of plaintiff.
6. Name and address of defendant.
7. Date of hearing at which possession was granted.
8. Address and/or description of the property at issue.
9. Date and time of hearing on the issue of rent and damages.
10. Amount of rent requested.
11. Rental period for which rent is unpaid.
12. Amount of late fee, if applicable.
13. Damages, if any, caused by unlawful detainer.
14. Reasons for claiming damages.
15. Interest claimed, if applicable.
16. Amount of court costs claimed in this case.
17. Amount of civil recovery claimed, if any.
18. Attorney's fee, if any, claimed.
19. Check box if attaching sheet detailing itemized damages.
20. Amount of total rent and damages claimed.
21. Address to which the notice was mailed.
22. Date notice was mailed to defendant.
23. Date of signature.
24. Signature of plaintiff or plaintiff's attorney.
25. Printed name, address and phone number of person signing the notice.