

## LANDLORD TENANT MULTILINGUAL FORMS IMPLEMENTATION PLAN & PROCEDURES

### PURPOSE

Multilingual Landlord Tenant forms  
available to the public

#### Background

- Landlords and Tenants with limited English proficiency (LEP) need to understand their legal rights and responsibilities to file and respond to legal actions in their own language.
- In an effort to improve access for LEP Landlord and Tenants NMAOC Language Access Services has made the following forms available in multilingual format (Spanish, Chinese, Arabic, and Vietnamese):
  - 4-901 Three day Notice of nonpayment of rent
  - 4-901A Three-day Notice of Substantial Violation
  - 4-902 Seven-day Notice of Noncompliance with Rental Agreement
  - 4-902A Resident's seven-day Notice of Abatement-Termination
  - 4-903 Thirty-day notice to terminate rental agreement
  - 4-904 Petition by owner for restitution
  - 4-905 Summons and notice of trial on petition for writ of restitution
  - 4-906 Petition by resident for relief (Uniform Owner Resident Relations Act)
  - 4-907 Answer to petition for restitution (Uniform Owner Resident Relations Act)
  - 4-909 Judgment for restitution
  - 4-913 Writ of restitution (Restitution to Owner)
  - 4-913A Order setting escrow deposit/appeal bond
  - 4-914 Writ of restitution (Restitution to Resident)
  - 4-915 Petition for post-judgment writ of replevin
  - 4-916 Post-judgment writ of replevin
  - 4-921 Three-day notice of non-payment of rent (Mobile Home Park Act
  - 4-922 [Thirty-day notice] [sixty-day notice] to quit (Mobile Home Park Act

- 4-923 Petition by landlord for termination of tenancy and judgment of possession (Mobile Home Park Act)
- 4-923A Petition by Landlord for Termination of Tenancy and Judgment of Possession
- 4-924 Summons and notice of trial on petition for termination of tenancy (Mobile Home Park Act)
- 4-925 Answer to petition for termination of tenancy (Mobile Home Park Act)
- 4-926 Judgment for possession (Mobile Home Park Act)
- 4-927 Notice of judgment (Mobile Home Park Act)
- 4-928 Notice to lienholder on mobile home judgment (Mobile Home Park Act)
- 4-929 Writ of restitution (Mobile Home Park Act)

Further Landlords and Tenants can now fill out the above-mentioned forms in multiple languages.

- This measure will facilitate Landlords and Tenants with their ability to communicate and comply with their court cases.
- The are available to the public at: § <https://languageaccess.nmcourts.gov/landlord-tenant-forms-bilingual/>
- If Courts currently host Landlord Tenant documents on their own webpage, the multilingual forms link must be added to the court's webpage.
- Multilingual forms must be made available to the public in the courthouses and on courts' websites.
- English only Landlord Tenant forms will remain available in the courthouses and on courts' websites.
- Courts are not permitted to customize the multilingual forms in any way other than adding their court's header.
- **Forms submitted in Spanish, Chinese, Arabic, and Vietnamese by SRLs in must be accepted.** This practice will accommodate the need of LEPs at the first point of contact.
- Landlord Tenant forms submitted in Spanish, Chinese, Arabic, and Vietnamese must be treated the same as those submitted in English
- "Treating the same" means accepting the document for filing and giving it the same legal weight
- **Courts must reasonably accommodate all languages per Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (Title VI), Executive Order 13166 and Department of Justice regulation (this item will be included in the training). Courts must contact AOC Language Access Services for guidance on providing such accommodations.**
- The above does not apply to evidentiary materials. It is the responsibility of the parties and their counsel to secure translation of materials that are to be used as evidence during a proceeding. For evidentiary materials guidelines, see:

<https://www.nmcenterforlanguageaccess.org/cms/en/courts-gencies/judges-portal>

## Procedure for Landlord Tenant Forms

### Procedure for Initiating Requests

- Stamp “received”/File the form in non-English language.
- While logged into your nmcourts email account, scan and upload the document to: [lex.prisma.com/nmcourts](https://lex.prisma.com/nmcourts)

- **Other Languages:**

Although the forms are only provided in Spanish, Chinese, Arabic, and Vietnamese. Courts must reasonably accommodate all languages pursuant to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (Title VI), Executive Order 13166 and Department of Justice regulation. Courts must contact AOC Language Access Services for guidance on providing such accommodations.