

TENANT INFORMATION SHEET (This form is not to be modified in any manner)

****ALL FIELDS MUST BE COMPLETED****

Attorney or Landlord name & phone number:

Mailing/Billing address:

Name and phone number of who will be meeting the deputies for the physical eviction:

Cell Phone (required): _____

TENANT INFORMATION:
Tenant names & dates of birth:

(Include children and their ages, if known)

Address: _____

Length of time in residence: _____

Pets/Weapons: _____

RESIDENCE INFORMATION:

Type of structure: _____

Outbuildings: _____

If a mobile home, who owns the mobile:

EVICITION INFORMATION:

Reason for the eviction: _____

Based on a foreclosure?: (circle one) YES NO

Do the tenants have any disabilities that will require accommodations (**Required field** - include any assistance or case-worker names & phone number)

What problems have there been:

YOUR EVICTION IS NOT SCHEDULED UNTIL THE CIVIL UNIT HAS REVIEWED AND APPROVED THE INFORMATION PROVIDED ON THIS TENANT SHEET

Do not write in this box - Sheriff use only

Intake:

4 Writs: _____ 1 Property Storage letter: _____

EVICITION DATE/TIME: _____

WRIT EXPIRES: _____

Reissue received _____

Electronic calendar entry (initial) _____

SERVE BY DATE: _____

OUT BY DATE: _____

Indemnity bond in: _____ **Not req.:** _____

Bond/writ approval initial & date: _____

2nd approval initial & date: _____

Status check / Writ Canceled prior to Eviction:

Status or Canceled By/Date & time/reason:

Eviction Info:

Deputy: _____

___ Vacant ___ Lks Chgd ___ Posted

___ Ten. Absent ___ Ten. There ___ Ten. Jail

Property:

___ Stored ___ Street ___ Continue to Move

Time: _____

Remarks: _____

REQUEST FOR STORAGE OF PERSONAL PROPERTY

Name of Plaintiff

Name(s) of Tenant(s)

I/we hereby request the landlord to store our personal property. I/we understand that I/we am/are responsible for the actual or reasonable costs of moving and storing the property, whichever is less. If I/we fail to pay these costs, the landlord may sell or dispose of the property pursuant to and within the time frame permitted under RCW 59.18.312(3).

Any notice of sale required under RCW 59.18.312(3) must be sent to the tenant(s) at the following address:

IF NO ADDRESS IS PROVIDED, NOTICE OF SALE WILL BE SENT TO THE LAST KNOWN ADDRESS OF THE TENANT(S)

Dated: _____

Tenant

Tenant

This notice may be delivered or mailed to the landlord or the landlord's representative as the following address: _____

_____ This notice may also be served by facsimile to the landlord or landlord's representative at _____

IMPORTANT

IF YOU WANT YOUR LANDLORD TO STORE YOU PROPERTY, THIS WRITTEN REQUEST MUST BE RECEIVED BY THE LANDLORD NO LATER THAN THREE (3) DAYS AFTER THE SHERIFF SERVES THE WRIT OF RESTITUTION. YOU SHOULD RETAIN PROOF OF SERVICE.