



WRIT OF RESTITUTION / UNLAWFUL DETAINER / EJECTMENT (POSSESSION) - INTAKE FORM

SNOHOMISH CO SUPERIOR CASE #: _____

This order was issued under the RCW indicated below:

- ___ RCW 7.28: Ejectment
- ___ RCW 59.12: Forcible Entry and Forcible and Unlawful Detainer Act (include minimum 20 day extension language)
- ___ RCW 59.18: Residential Landlord Tenant Act (include minimum 20 day extension language)
- ___ RCW 59.20: Mobile Home Landlord-Tenant Act

Received from:

Name: _____ Email: _____
 Address: _____ Phone: _____
 City, Zip: _____ Fax: _____

Eviction contact:

Name: _____ Phone: _____ Email: _____

Tenant/Residence Information:

Number of tenants: _____ Children (#/Ages) _____ Pets (#/type): _____
 Name: _____ DOB/Age _____
 Name: _____ DOB/Age _____
 Special Info, Medical or Safety: _____
 Garage/Storage Facility: _____ Gate/Locked (Include code or key) _____

- ___ **“EVICTION, ARE YOU PREPARED?”** restitution instructions.
 - ___ **Original Writ of Restitution**, plus a copy for the Sheriff, and each defendant including et al, all others, etc.
 - ___ **Order** for Writ (Judgment order, default judgment, etc.).
 - ___ **20 Day Extension** – verbiage should be in the writ. Writs not received in a timely manner cannot be served.
 - ___ **Request for Storage of Personal Property** form (per RCW 59.18). Copy for each defendant.
 - ___ **A Bond of Indemnity** if writ is for Unlawful Detainer (i.e. commercial), moving a mobile home or Ejectment.
 - Minimum required bond is \$5,000 and cannot be waived by the court (RCW 36.28.050).
 - Bond made out to “Sheriff of Snohomish County”.
 - Must include the court case heading, court cause number and type of action, if applicable.
 - Must include original signature of the Principal (or his agent) and the bonding agent.
 - ___ **Advance Fee is required. \$257.00 is the minimum amount required** (\$102+\$102+\$23+\$30)
 - To calculate advance fee:
 - \$102.00: Service/posting with aid.
 - \$102.00: Physical eviction for the first hour. Additional hours will be billed at \$102 per hour.
 - \$ 23.00: Return to court.
 - \$ _____ : Mileage: A **\$30.00** minimum mileage fee is required.
Number of miles round trip x 3 deputies x \$.545 per mile (round to nearest dollar)
 (One deputy to serve and two deputies for physical eviction and using distance from 3000 Rockefeller Ave, Everett to Service Address)
 - \$ _____ : Fees for copies if not provided at intake (\$2.00 for first page + \$1.00 for additional pages).
 - Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff’s fee list at www.snoco.org.
- ___ \$ _____ **Advance Fee required/received for this writ.**