

**WHATCOM COUNTY SHERIFF'S OFFICE
CIVIL DIVISION
311 GRAND AVENUE
BELLINGHAM, WASHINGTON 98225
(360) 676-6650**

WRIT OF RESTITUTION INTAKE SHEET

_____ **WRIT OF RESTITUTION** – Original and three conformed copies (sealed with court seal) issued by the Whatcom County Superior Court Clerk.

_____ **BREAK AND ENTER ORDER** – This language can be included in the body of the Writ of Restitution.

_____ **LANDLORD STORAGE FORM** – Effective June 12, 2008 the landlord is required by law (RCW 59.18.312) to provide law enforcement with a form that we are required to serve on the defendant(s) requesting the landlord store their personal property. **(IF THIS FORM IS NOT PROVIDED, YOUR PAPERWORK WILL NOT BE ACCEPTED).**

_____ **MANDATORY EVICTION DATA FORM** – It must be completed and submitted with the Writ of Restitution or the writ will be returned.

- Full name, address and phone number of plaintiff.
- Full name, address and phone number of contact person (if different than plaintiff). This is the person with whom the Civil Deputy will be coordinating the eviction.
- Full name address and phone number of attorney.
- Type of premises to be evicted i.e. (single family residence, duplex, apartment, mobile, RV, business/commercial property).
- Tenant Information – (Please complete as much as is known) names, dates of birth, driver's license #'s and contact phone #'s. Do the tenant(s) have any disabilities /mental health conditions that will require special accommodations?
- Circumstances law enforcement should be aware of i.e. (weapons, drugs, animals, person - mentally disturbed, history of assaults or threats).

_____ **ADVANCED SERVICE FEES - \$150.00**

_____ **BOND OF INDEMNITY (59.12 Commercial Writ Only)**

- Bond must be twice the amount of the value of the property levied upon or a minimum of \$5,000 (whichever is greater).
- It must be issued to William J. Elfo, Sheriff of Whatcom County and contain the signature of the plaintiff or his attorney and the bonding agent.
- This bond cannot be waived by the Courts (RCW 36.28.050).