



Chelan County Sheriff's Office *Mike Morrison, Sheriff*

Law and Justice Bldg ★ 401 Washington Street #1 ★ Wenatchee, WA 98801
Phone: (509) 667-6851 ★ Fax: (509) 667 6860

EVICITION INFORMATION

After a Writ of Restitution and Request for Storage of Personal Property form have been delivered to the Chelan County Sheriff's Office Civil Division, the tenant will be served or the residence posted in the next several days. In order for this action to be handled as smoothly as possible please keep in mind the following:

- The vacate date given to the tenant is **NOT** necessarily the same as the date on which your eviction will be done. The vacate date may be anywhere from one to several days after the deputy is scheduled to be present to remove your tenants.

****PLEASE DO NOT PROVIDE THE EVICTION DATE AND TIME TO YOUR TENANTS**.**
This impacts safety concerns and scheduling changes.

- You will be **NOTIFIED** by a civil deputy when the tenant has been served. You will be requested to **contact the Sheriff's Civil Department the morning after the date the tenant was instructed in the Sheriff's Important Notice to vacate the premises.** You will, at that time, confirm the tenant has vacated. If the tenant has not left voluntarily, the process of scheduling and coordinating a stand-by eviction will commence.
- You are **REQUIRED** to store the tenant's property if the tenants provide you with a written request to store said property. Otherwise you may store the property or move the property to the nearest public property on the date and time of the actual eviction. You are responsible for making sure that you are not violating any local ordinances if you elect to put property out on a public right of way.

The deputy will meet you at the property on the agreed date and time. If you are going to need help with entering, packing, moving or re-keying the property, please **MAKE ARRANGEMENTS** with your moving crew or locksmith before the appointment. Everything should be in place to proceed with the eviction of the tenants as soon as the deputy arrives. **The Plaintiff will be charged the hourly rate for all deputies required to stand-by at an eviction. The Sheriff will determine the number of deputies required to attend an eviction on a case-by-case basis.**

- If the property is moved to the curb, it may be deemed a public hazard by Public Works. The hazard must then be removed by the landlord or Public Works. If Public Works removes the hazard, the landlord will bear the responsibility of those costs.
- The deputy is there to enforce the order and keep the peace and will remain on site with you until released by you or your representative. If any urgent or emergency situation arises after the deputy leaves, please call 911 to request assistance.

****IF YOU HAVE A TENANT WITH MENTAL/PHYSICAL DISABILITIES OR HEALTH ISSUES THAT REQUIRE CONTINUED CARE, YOUR EVICTION WILL NOT PROCEED UNTIL THE SHERIFF'S OFFICE IS ASSURED THAT SATISFACTORY ARRANGEMENTS ARE IN PLACE FOR ADEQUATE CARE FOR THE TENANT****