



# 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

### TENANT INFORMATION SHEET

**\*\*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:

**\*ADDRESS MUST BE POSTED ON PREMISES AND VISIBLE, OR WRIT WILL NOT BE EXECUTED\***

Type of structure: \_\_\_\_\_

Outbuildings: \_\_\_\_\_

If a **mobile** home, who owns the **mobile:**

\_\_\_\_\_

#### EVICTON INFORMATION:

Reason for the eviction: \_\_\_\_\_

**Based on a foreclosure?:** 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:

**Landlord bears sole responsibility for provision of an interpreter if needed.**

EVICTON STAND-BY WILL NOT BE SCHEDULED UNTIL  
REQUESTED BY LANDLORD

**Do not write in this box – Sheriff use only**

#### Intake:

4 Writs: \_\_\_\_\_ 1 Property Storage Letter: \_\_\_\_\_

EVICTON DATE/TIME: \_\_\_\_\_

WRIT EXPIRES: \_\_\_\_\_

Reissue Received: \_\_\_\_\_

SERVE BY DATE: \_\_\_\_\_

OUT BY DATE: \_\_\_\_\_

Indemnity bond in: \_\_\_\_\_ Not required \_\_\_\_\_

Bond/writ approval initial & date: \_\_\_\_\_

2<sup>nd</sup> approval initial & date: \_\_\_\_\_

Plaintiff's Agent Notified of Service:

Date/Time: \_\_\_\_\_

#### Status check / Writ Canceled prior to Eviction:

Status or Canceled By/Date & time/reason:

\_\_\_\_\_

\_\_\_\_\_

#### Eviction Info:

Deputy: \_\_\_\_\_

\_\_\_\_ Vacant \_\_\_\_ Locks Changed \_\_\_\_ Posted

\_\_\_\_ Ten. Absent \_\_\_\_ Ten. There \_\_\_\_ Ten. Jail

#### Property:

\_\_\_\_ Stored \_\_\_\_ Street \_\_\_\_ Continue to Move

Time: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_ Written request to store property received

by Landlord