

KITTITAS COUNTY SHERIFF - RESTITUTION INTAKE INFORMATION SHEET

NOTE: After 3 days of the notice being served to the tenant, the landlord/representative is **REQUIRED** to call (509) 962-7525 between the hours of 9:00 AM and 5:00 PM, Monday through Friday to schedule an eviction. If nothing is scheduled, the Writ will be returned to court on its expiration date. ***If any part of this form is not complete, the execution of the Writ may be delayed.***

PRINT BILLING INFORMATION BELOW

NAME _____ PHONE(S): _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

PRINT PLAINTIFF/LANDLORD INFORMATION BELOW

PLAINTIFF/
LANDLORD
NAME: _____ PHONE: _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____ PHONE: _____
(PERSON WHO WILL CARRY OUT EVICTION)

PRINT TENANT INFORMATION BELOW - YOU MUST INCLUDE A BIRTHDATE OR SOCIAL SECURITY NUMBER FOR ALL TENANTS

TENANT NAME: _____ BIRTHDATE/SSN: _____
ADDRESS OF PREMISES TO BE EVICTED: _____ CITY: _____
TYPE OF PREMISES: SINGLE FAMILY RESIDENCE DUPLEX APARTMENT/NAME _____
 BUSINESS PROPERTY OTHER MOBILE HOME/PARK NAME _____
IF MOBILE HOME IN PARK, DESCRIBE TRAILER/LOT, LOCATION, ETC.: _____

HAZARD INFORMATION

KNOWN PETS: _____
KNOWN WEAPONS, VIOLENT PERSONS, ETC.: _____

DO ANY TENANTS HAVE DISABILITIES THAT WILL REQUIRE ACCOMMODATION YES NO

IF YES, PLEASE EXPLAIN: (Please include any local, state or federal assistance they may receive and a contact person)

SHERIFF'S OFFICE USE ONLY

- KCSO Intake Form (filled out completely)
- Blank Storage Form (Provided to Tenant for Written Request for Storing Property)
- 3 Certified copies of Writ of Restitution
- 3 Certified copies of Order Granting Writ