

**Law Office of Brian C. Read, PLLC**

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**INCOMPLETE FORM MAY DELAY EVICTION LAWSUIT!**

**Please also send (if available): Lease, Rental Application, Ledger & Eviction Notice**

**RESIDENTIAL EVICTION INTAKE FORM**

*(PLEASE CALL/EMAIL FOR COMMERCIAL EVICTION)*

**Owner/Property Manager Contact**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Management Company (if applicable): \_\_\_\_\_

Name of Apartment Complex (if applicable): \_\_\_\_\_

Who will be named as Plaintiff on eviction lawsuit? \_\_\_\_\_

Preferred contact method:  phone,  fax,  email

**Tenant Info** Name(s): \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Is key/code needed to access building? *yes*\_\_ / *no*\_\_ (if yes, process server & sheriff will need) Building Entry Code: \_\_\_\_\_

Tenant(s) Date(s) of Birth: \_\_\_\_\_

Tenant(s) Soc. Sec. Number(s): \_\_\_\_\_

**HAS EVICTION NOTICE BEEN SERVED?  NO  YES....If YES, HOW WAS NOTICE SERVED? (please check all that apply):**

Hand delivered to tenant;  Hand delivered to someone not tenant & mailed;  Posted & mailed;

Date delivered/posted: \_\_\_\_\_ Where was notice posted? (e.g. front door) \_\_\_\_\_

Date mailed \_\_\_\_\_; mail was sent from within \_\_\_\_\_ County

How many copies were: delivered? \_\_\_\_\_, posted? \_\_\_\_\_, mailed? \_\_\_\_\_,

**TYPE OF NOTICE: PLEASE ATTACH A COPY OF ALL THAT APPLY ( )14-Day Pay Rent or Vacate ( )10-Day Comply or Vacate**

( )20-Day Termination ( )3-Day Quit for: \_\_Nuisance \_\_Waste \_\_Unlawful Use \_\_Gang \_\_Trespass/Squatting

**TENANCY INFO:**

Lease;  Month-to-month (includes expired lease that is now MTM)

Monthly rent \$ \_\_\_\_\_ Rent is due on the \_\_\_\_\_ day of the month.

Other regular, recurring charges: E.g. utilities, pet rent, storage rental, month-to-month fee, parking -- all of these now count as "rent":

\$ \_\_\_\_\_

*NOTE: non-rent items (e.g. late fee, legal expenses) CANNOT be included on 14-Day Pay Rent or Vacate Notice; will invalidate Notice.*

*NOTE: money owed for non-rent items CANNOT be basis for Washington State residential eviction. Ask us about other collection options.*

Is Tenancy subsidized? (E.g. Section 8, Tax Credit Property, Other,) *yes*\_\_\_\_ / *no*\_\_\_\_

**APPLICATION OF TENANT PAYMENTS: are tenant payments applied to rent BEFORE applying to any non-rent item?**

Yes  No  Not Sure; Now required by RCW 59.18.283. If not "yes", attorney review & reconstruction of payment history may be needed.

*[ ] by checking this box, I certify that I am the property owner, or am authorized to act on behalf of the property owner.*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

**THANK YOU!! -Brian Read**