

Clark County Sheriff's Office **Writ of Restitution Intake Sheet**

Required:

-Four certified copies of original Writ of Restitution -original seal and signature of clerk.

-Copy of the Order Granting the Writ.

-Mandatory Eviction Information Sheet

(Available at <https://clark.wa.gov/sheriff/evictions/writs-restitution> or at counter)

-"Request for Storage of Personal Property" form

EVICTIONS NOT COVERED UNDER THE RESIDENTIAL LANDLORD/TENANT ACT, RCW 59.18, WILL REQUIRE A SHERIFF'S INDEMNITY BOND. THE BOND INDEMNIFIES THE SHERIFF FROM ANY LIABILITY IN THE ACTION, AND MUST BE DELIVERED TO THE CIVIL UNIT 48 HOURS PRIOR TO THE ACTUAL EVICTION.

-Original Sheriff's Indemnity Bond to Sheriff JOHN HORCH:

DO NOT PROVIDE BOND AHEAD OF TIME!

- The Sheriff's Office determines the final acceptable amount on the bond. We will contact you with appropriate bond amount.
- Bond will be at least double the value of the personal property involved.
- The minimum bond amount will be \$10,000.00.
- **Plaintiff (owner or managing member-not plaintiff's representative or attorney unless limited power of attorney is provided)** and bonding company must sign the bond. **Bond must have ORIGINAL SIGNATURES (blue ink) and ORIGINAL "wet" SEAL from bonding company.**
- Bond caption must match the caption of the writ.
- The bond must have cause number and list the correct court order for the action.

Our office will not proceed if the provided bond does not meet the above-mentioned requirements. To avoid delays or having the entire case returned, please make sure to follow the instructions.

-Deposit: for information contact civil unit at (564) 397-2225 FORMS OF PAYMENT ACCEPTED ARE: CASH, MONEY ORDER or ATTORNEY'S CHECK.

SUGGESTED LANGUAGE FOR AUTOMATIC EXTENSION OF A WRIT OF RESTITUTION:.....And make return of said writ according to law, provided that if return is not possible within ten (10) days, the return on this Writ shall be automatically extended fifty (50) day period. This language must be contained in your order for the writ as well as in the writ.

THE ASSIGNED DEPUTY WILL BE AT THE EVICTION TO KEEP THE PEACE AND ENSURE THAT DUE CARE IS TAKEN WITH TENANT'S PROPERTY. THE DEPUTY IS NOT THERE TO HELP WITH THE MOVING OF PERSONAL PROPERTY. IF THE LANDLORD DOES NOT PROVIDE THE NECESSARY MANPOWER AND MATERIALS FOR THE EVICTION, IT WILL BE RESCHEDULED AND ANY EXTENSION TO THE WRIT OF RESTITUTION (AS A RESULT OF THE RESCHEDULING) IS THE RESPONSIBILITY OF THE LANDLORD/ATTORNEY.

At the time of the Eviction:

The landlord must provide all necessary manpower and materials to complete the eviction as expeditiously as possible.

The landlord must store the property if the tenant has served the landlord a written request to store the property.

If the landlord knows that the tenant is a person with a disability and that disability prevents or impairs the tenant from making a request for storage it will be presumed that the tenant has requested storage unless there is a written objection to storage from the tenant (disabled person).

The landlord may store the property in any reasonably secure place (including the premises) and may sell and dispose of the property as allowed in RCW 59.18.312.

The landlord may remove the tenant's property to the nearest public property if the tenant has not served the landlord with a written request to store the property.

If there is a dispute as to whether the storage request was properly received, and the landlord will not store the property, the Sheriff's Department will require a further court order regarding storage before executing on the writ.

Vehicles left by the tenant must be removed as a private impound (towing and storage arrangements made by the landlord).