

# ISLAND COUNTY SHERIFF'S OFFICE

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[www.islandcountywa.gov/sheriff](http://www.islandcountywa.gov/sheriff)

## WRIT INTAKE INFORMATION SHEET

CAUSE#	DATE RECEIVED	ICSO CASE#
POST NO LATER THAN		
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> RECEIPT#		CLERK INITIAL

### RESIDENCE INFORMATION

**RCW 59.18.312 does not allow storage of property if tenant objects**

TYPE OF DWELLING (Single family residence, Apt, Mobile home)	
IF A MOBILE HOME, (Who owns the mobile)	

### GENERAL INFORMATION

TENANT(S) NAMES		
# OF CHILDREN / AGES		
ANY PETS		ANY KNOWN / FORESEEN PROBLEMS (Mental or health issues, weapons, drugs, etc)

### LANDLORD INFORMATION

DATE / TIME OF EVICTION			
LOCATION (STREET ADDRESS)		CITY	
CONTACT PERSON (Person who will attend eviction / lockout)			PHONE OR FAX
PLAINTIFF'S ATTY			
EMAIL			PHONE
SERVICE / POSTING INITIAL ORDER OUT TO SERVICE		DONE	

### OFFICE USE ONLY

Certified copy mailed to Defendant	DATE	
First Class copy mailed to Defendant	DATE	
Copy mailed to Plaintiff	DATE	
Copy mailed / Faxed / Emailed to		
FINAL Order. Out to Service		COMPLETE