

# FAX COVER AND PAYMENT INFO

EvictaQuick, 9805 N.E. 116 st. # 113 Kirkland, Wa. 98034 (206) 527-2422 -Info@EvictaQuick.com-

- ✓ Fax Eviction Info Form, notices, rent agreement, and any other documents the Attorney should see. Also fax a copy of check TO: 253-269-7132- tape check lightly to blank space below, then mail it with the cover page to: **EvictaQuick  
9805 N.E. 116 st. # 113  
Kirkland, Wa. 98034**

You agree that you will authenticate; by fax or email to EvictaQuick any termination of Process, signed and dated, and that such notice must be received before issuance of summons, for refund of summons service fees. If there is any doubt about the need for summons, pay \$120 first, then later \$280. You understand that once a summons has been issued to the process server, the product fee has been consumed.

- The service of summons is accomplished by: served by due diligence attempts or direct service upon the person, as required by the Attorney, or if Tenant vacates during or as a result of the attempts to serve summons, or otherwise settles the case; whether or not anyone appears at the court to continue the lawsuit.
- You understand that, pending your Attorney's advice, you are under no obligation to continue into Court after service of Summons. You understand that if Your Case goes into Court you will pay The Attorney for His Court Time, Court Filing Fees and Sheriffs Fee. At his discretion, the Attorney may quote a flat fee.
- You understand that New Information in a Case or other change order, such as an additional monetary judgment, adding defendants or new documents, may affect the outcome and cost of Your Case.
- You understand that EvictaQuick, its Employees and Contractors are not Attorneys, and can not give Legal Advice.
- The Attorney will become your sole Legal advisor and agent after formal initial notice has been given to a tenant, and Upon the Attorney's acceptance of the case file; and / or issuing or filing the summons and complaint for unlawful detainer.
- You agree to promptly mail to EvictaQuick the check or money order for the agreed amount of \$400.00 for service of summons and initial notices or other agreed amount, when you transmit the completed signed forms for processing.
- By signing and transmitting this form and other documents required to start an eviction, you agree to the above terms and conditions and Authorize EvictaQuick to Process your check or money order in payment for eviction services as agreed.
- Privacy statement: All information received and transmitted by EvictaQuick is Confidential and Restricted due to personal information content. All files are encrypted into archives as per data retention requirements; after completion of service of summons. All other computer and web based files are securely deleted as files are closed. No one may access customer and company files while in use except EvictaQuick staff and the Attorney. The summons and complaint are the property of the Attorney; a copy may be obtained from the Attorney. No information generated or encrypted by EvictaQuick is available to third parties due to personal info content.  
Due to personal info content; No customer files or other personal information is processed or stored on EvictaQuick web servers. All EvictaQuick e-mail and other contact info is classed Confidential and restricted, due to personal info content.

I Accept:

✓ Name \_\_\_\_\_ Date \_\_\_\_\_ Sig. \_\_\_\_\_

## Extra information – Access instructions:

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- ✓ tape the check here to fax a copy, and then mail this sheet with check on it to:

**EvictaQuick  
9805 N.E. 116 st. # 113  
Kirkland, Wa. 98034**

We serve initial notices immediately upon receipt of your fax; checks should be mailed immediately so that it is available when summons is ready for service.

# Landlord - Owner information

## Contract for eviction services:

*Cancellations must be faxed to 253-269-7132 PRIOR to Service of Summons.(to prevent unauthorized persons from tampering the eviction)*

You acknowledge that these services are not refundable after they have been performed.

You acknowledge that the \$400.00 paid to Evict-a-quick is for Process service of Summons and initial notices required for filing a court action. You understand that court costs of approximately \$1000.00 will be paid to the attorney for court filing fees and his time in the courtroom. Additional Attorney charges may apply to extra actions and services rendered by the Attorney.

Please PRINT CLEARLY, [use a black pen if possible]

The Attorney will use these forms to prepare summons and complaint, verify the amounts claimed, other facts and the correct spellings of all names. This *will save Attorney time, court costs, and prevent mistakes.*

*Exact spelling of names and correct addresses are required for success at court.*

## Owner [Plaintiff]

[the Actual owner [Person or company]

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Home / cell Phone)

\_\_\_\_\_  
(Work Phone)

\_\_\_\_\_  
(Fax Number)

## Manager or Trustee

[May represent the owner in an eviction]

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Home / cell Phone)

\_\_\_\_\_  
(Work Phone)

\_\_\_\_\_  
(Fax Number)

✓ E-Mail Address [print clearly] \_\_\_\_\_

Other information and instructions: \_\_\_\_\_

I hereby certify that I have Legal Authority to engage in this contract for Eviction Service:

✓ **Agency Acknowledgement:** *I understand that once the tenant has been formally notified of eviction issues by means of proper initial notice; And That the Attorney who accepts this file, contacts the plaintiff, issues for service a summons, and / or files a motion in this case; That Attorney becomes the sole Legal representative and agent for the above mentioned landlord / plaintiff. The staff at Evictaquick is available for process services, non legal questions, assistance with communication and scheduling until you have completed the sheriff's eviction.*

✓ **Owner / Landlord / Manager: Sig:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Evict-A-Quick makes no warranty for speed or efficacy of process(s) due to factors not in our control. We do all within our means to accomplish the job with speed and precision. Plaintiff(s) are hereby aware and agree that starting legal proceedings may create counter claims and other actions, and hereby agree(s) to bear all responsibility for any such subsequent reactions. Plaintiff(s) agree to hold harmless EvictaQuick and our subcontractors and Attorneys in any claim or action by any party(s) to these actions known or unknown, resulting from the receipt and/or performance of this contract. We are not Attorneys; we do not give legal advice. We assemble documentation, assist communications, manage process servers and refer to legal counsel to accomplish Service of Summons and Complaint. The plaintiff pays the attorney to complete the eviction in court.

TENANT INFORMATION AND STATEMENT OF UNPAID RENT

(Please print clearly, black pen)

- ✓ Ledger (if payment history is irregular or complex. This will save Attorney time, arguments in court and prevent errors)
Section 8: Fax section 8 contact info, lease agreements and letters as well as your own lease with the tenant.
✓ Rental Property Address: Important! House # and Room # should be visible, add or reinstall numerals if needed.
Street: Apt # CITY COUNTY: ZIPCODE
✓ Tenant Names: (persons over 18)

TENANT DESCRIPTION: HAIR COLOR STYLE - LENGTH APPX. AGE HEIGHT BUILD GENDER Manager Phone # (For access questions)

- ✓ Monthly Rental Amount: Day of Month Rent is Due:
\* Do Not Include Late Charges in Rent Owed when Filling Out the Section Below \*

- ✓ Rent, owing, Current Month: \$ Section 8 Tenant's rent share \$

- ✓ Rent, subtotal total owing for Previous Months: \$
Use the ledger if partial amounts are owed for previous months. The attorney and the judge may use this to end arguments about accuracy.

Late Charge for Current Month: \$ Each Month's Late Charge May not Exceed 10% of a Full Month's Rent
Total of Previous Month's Late Charges: \$ Day of month Late Charge begins
Utilities not Paid as agreed: \$ Unpaid Deposits other Unpaid

- ✓ Reason for Eviction: Non-Payment of Rent 10 Day Comply or vacate Terminate Tenancy
Trustee Sale/ Foreclosure Waste and Nuisance POLICE INCIDENT #
Recent Police responses to rented premises: list dates

- ✓ Other Non Comply issues: Cleanup or Abatement letters from HOA, City or County
Noise, harassment, and nuisance letters from neighbors & witnesses
Trash and junk cars Broken doors / windows
City code violations HOA Violations

- ✓ Additional Location Information: The Process servers and the Sheriff will require reliable access to the tenant's front door..

Describe access: Unusual location fences, dogs Security building access Code
Temporary hidden key location

Upper Lower Back door Room # Basement or hidden door Access thru Garage?
Phone# to call for Access Hazards

- ✓ I hereby certify that the Information Above is Correct:

Agency Acknowledgement: I understand that once the tenant has been formally notified of eviction issues by means of proper initial notice; That the Attorney who accepts this file, contacts the plaintiff, issues for service a summons, and / or files a motion in this case; becomes the sole Legal representative and agent for the above mentioned landlord / plaintiff.

- ✓ Owner / Landlord / Manager: Sig: Date:

You are starting a Lawsuit; Counsel from our Attorney should be obtained before any further interaction with the tenant. Be mindful what is posted on the internet, said to a tenant or others when there is the possibility of going to court.

It is wise and reasonable to keep prospective renters, real estate agents, landlord inspections and other persons from calling, visiting or disturbing the tenant in any way during a lawsuit. Landlord contact after summons is issued could deflate the urgency of the summons; to ensure a trouble free process; the tenant should deal only with the Attorney.

After a summons is issued: If any payments are received during this process, do not deposit, or return them without asking the Attorney first! notify family members and managers to consult you first before dealing with a tenant who is being summoned for eviction.

-> Attorney will advise: you may not have to accept full payment after summons has been served, and you may not have to return payments sent to you during the process; It is very important to ask the attorney before returning, or depositing full or partial payments.

If a payment is offered or sent which is enough to solve the case, it is recommended that you ask the Attorney for his opinion before responding to the offer.

-> Attorney will advise: If you deposit, without Attorney's consent, any payments after a process has begun, new initial notices and / or Summons could be required. 206-527-2422 7 days, 7am to 10pm.

# KING COUNTY SHERIFF

## SHERIFF'S EVICTION DATA FORM

**Note! that an Incomplete Data Form May Delay the Scheduling of Your Eviction.**

Cause # \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's contact phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Landlord's address \_\_\_\_\_

### TENANT INFORMATION

RENTAL PROPERTY ADDRESS \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ZIP \_\_\_\_\_

Please list the full names and date of birth for the tenants and others known to be residing at your property. If you do not have the date of birth, give approximate age of tenant.

Tenants Full Name(s) (First, Middle, Last)	Driver License # , OR State ID # Date of Birth or Approximate Age	ALL Phone number(s) for Tenant, INCLUDING DISCONNECTED #s

Number of minor Children and approximate ages: \_\_\_\_\_

Reason(s) for the eviction: \_\_\_\_\_

1) Are there any detached storage units or garages? YES  NO

2) List types of pets known to be living at the residence: \_\_\_\_\_

3) Do the tenants have any disabilities/mental health conditions that will require special accommodations? NO  YES

• If yes, please include other agencies to be contacted, caseworker's name: \_\_\_\_\_

### HAZARD INFORMATION

To your best knowledge: Do the tenants pose a threat to detectives involved in the Physical eviction? (Drug activity, gang activity, known to be armed, mentally disturbed, History of assaults or threats, etc). If yes, please describe below: \_\_\_\_\_

**Financial Ledger:** will be necessary when the payment history is complex.

Please show the **History of Rent and other Non payments, up to a year (or more if applicable).** Show a partial first month as first rental period only if pro rated rent was agreed to on the lease for a partial month or early move in.

**Un-Paid Deposits, Late Fees, and Utilities which are not paid As Agreed; any other agreed payments in the rental agreement, including agreed repairs already paid by Landlord, written estimates for major repairs for damages, and any other compliance problems are listed on a 10day notice to comply with rental agreement. Please fax anything you have in writing about the tenancy; The Attorney will require this to process your case efficiently and accurately.**

Non standard? show dates Ex: 01/15/2011 to 02/15/2011	<b>Unpaid Rent</b> – Show each month	<b>Details about unpaid rent, returned checks</b>	<b>Partial Payments</b> Show agreed labor and repair credits here	<b>Normal Rent owed</b> (show for each month)	<b>Late Fee</b>	<b>Unpaid Utility Bills</b>	<b>Unpaid Deposits</b>
MONTH	Unpaid rent	details	partial	Normal rent	Late fee	Utility	Deposits
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							
11)							
12)							
	<b>Unpaid Rent Total</b>	<b>details</b>	<b>Partial Payments</b>	<b>Normal Rent</b>	<b>Late fees Total</b>	<b>Unpaid Utilities</b>	<b>Unpaid Deposits</b>
<b>TOTALS →</b>	\$ _____		<i>Use this total to check math</i>	<i>Use this total to check math</i>	\$ _____	\$ _____	\$ _____
<b>Comments →</b>	<b>Do not include any late fee here</b>				<b>Late Fees</b>		

Amount of written bid repair estimates, repairs already paid for: \$ \_\_\_\_\_ Date:

HOA fines or other agreed amounts owed \$ \_\_\_\_\_ Date: