

FAX COVER AND PAYMENT INFO

FAX CONTRACT *and* COPY OF RENTAL AGREEMENT OR PROOF OF TENANCY: such as receipts for collected rent And, any other previous notices, letters and documents that pertain to the tenancy.

FAX TO: 253-269-7132 Phone 206-527-2422 [fax to office # if you call first]

Po. 25171 Seattle, Wa 98165 WWW.EVICTAQUICK.COM

WE ARE IMMEDIATELY PAGED WHEN A FAX IS RECEIVED (24-7)

Expiration date mm/yy ___ ___ / ___ ___

Card # ___ ___ ___ - ___ ___ ___ - ___ ___ ___

INCLUDE 3 DIGIT CVV # ON BACK of card (last 3 digits) _____

Name on card _____

Card billing

Address _____ ZIP _____

To PAY BY E-CHECK- Write a Check to Evictaquick (and sign it)

Tape the check to this form and FAX TO: 253-269-7132

The check will be processed electronically, no need to mail the original

I understand that this Service is a Perishable item and can not be returned. I agree that I have Read and Accepted the Disclosures and Instructions which were sent to Me in the 8 page application package and/or viewed on the website, EvictaQuick.com.

I agree that I will send BY FAX to 253-269-7132 any Termination of Process, Signed and Dated, and that such Notice must be received by 5:00 PM on the third Day after beginning this process, in order to receive a refund of \$200 out of \$400 paid.

I understand that once a Summons has been Issued, there is no way to undo or cancel this Action, and therefore no refund will be made, should the Tenant move out before Court or pay and stay with permission of landlord. I understand that while I am under no obligation to continue into Court after service of Summons, a Summons Gives me the right to Appear By Counsel and / or in Person 8 Days or more after Summons Has been Served. I understand that if My Case goes into Court I will Pay The Attorney for His Court Time, Court Filing Fees and Sheriff's Fee.

I Understand that New Information in a Case or Previously Undisclosed information may affect the outcome of My case.

I understand that Evict-A-Quick, its Employees and Contractors are Not Attorneys, and can not give Legal Advice.

**Normal Charges Are: \$400.00 for Service of initial Notice[s] Plus Service of Summons
\$120.00 for initial notice[s] one visit. OR \$280.00 for Service of Summons only [including small claims]**

***EXTRA ADDRESSES : 80.00 for initial notices, \$120 for Summons.**

\$50.00 for posting summons upon Court order to post.

I agree to the above terms and conditions And Authorize Evict-A-Quick to:

Charge my Account For \$ _____ DATE _____

Printed Name _____ Signed _____

E-MAIL ADDRESS (for receipts) _____

Extra information - instructions:

www.Evictaquick.com **Instructions and Description of process**

PRINT CLEARLY! This form will reduce billable Attorney time, and prevent mistakes.

- 1) Print and Fill Out Contract tenant Info page and ledger. List the *correct County* that Tenant is located in, Include all St. or Ave, Pl., Way, Dr. & Directional Descriptors (S.E, N.W. E. & Etc) Check Unit # for Accuracy, be sure Zip Codes are Accurate! Imperfect addresses will prevent eviction.
- 2) **Attorney Agency Acknowledgement**; date and Sign, this is your permission for an Attorney review. An Attorney will contact you. at the time of writing summons.
- 3); **Sheriff's Mandatory Info Form**, If Tenant is Located in KING COUNTY, fill out completely (to the best of Your Knowledge) if any question is unknown, write UNK in the space.
This form must accompany the court file when it is sent to the Sheriff.
- 4) Fax the Info Sheets with a Copy of **Rental Agreement, Receipts**, or other **Written Proof of Tenancy**, previous Notice[s], letters and any other Pertinent Information about the Situation,. The more information the Attorney has before speaking with you, the less Attorney extra time you will be charged for. You will Pay the Attorney directly for any work He/She will do for you.
- 6) **To Discontinue a Process, Fax or E-Mail the notification, signed and dated; INCLUDE the Last name of plaintiff and tenant. There have been tenants who pretend to be the landlord and try to stop the process by a phone call.**
- 7) FAX # 253-269-7132 Email Jim@evictaquick.com Phone 206-527-2422
US mail: PO box 25171, Seattle, WA. 98165 [Please call when sending anything by regular mail]

FEES and Costs

Stage 1 – DAY 1-4 Initial Notice, \$ 120 (if it is the only action taken)

Service of Notice to Pay Rent or Vacate, or other Cause of Termination This stage includes assembling case documents, and serving of notices. We Recommend Formal Process Service for ALL Initial Notices, to avoid possible procedural errors. Tenants Regard 3rd party involvement more seriously.

Stage 2 - DAY 4-12 \$280- Service of Summons and Complaint

This includes Personal Service upon Tenant (up to 6 attempts), file Preparation, Involvement of An Attorney.
Many Tenants Leave at this Stage

The Attorney Reviews the case, produces and sends Documents to process servers, to be served.

A Cancellation must be Faxed To 253-269-7132, before action is taken

Obtaining Permission to Post Summons and Complaint is A Court Action and is Billable By the Attorney, **All Further Actions are paid for, By the Landlord; directly to the Attorney.**

Stage 3 – DAY 14-20 Court = \$950 +, (includes \$250.00 in Court costs)

Even if Tenant fails to respond to Attorney in Writing, within 7 days of Physical Service of Summons and Complaint, Attorney May Proceed Directly to Court and obtain Judgment And Writ of Restitution in the Landlord's Favor, The Sheriff will be ordered By the Court to Supervise and Enforce physical Eviction not more than 10 after the Court Order (usually 5-7 days) All Evictions require a Court appearance. **Extra court time and extra case preparation fees may apply.**

A full Sheriff's eviction usually totals \$1400.00. 20-30 % of tenants require the Sheriff to attend.

NOTE: Additional charges may result from:

Mileage outside the major metropolitan area, Additional Sheriff's charges if a physical eviction takes more than 3 hours. Evictions during Foreclosure or Bankruptcy. Rework due to inaccurate information. Restart after Hold or Stop Work. New or invalid information in a case. Accepting money from tenant without advising the attorney during case.

Landlord - Owner information and CONTRACT for EVICTION SERVICES

Prepay the retainer of \$ 120 or \$400 by credit card or faxing or mailing a check made Payable to EVICT-A-QUICK
I hereby Authorize EVICT-A-QUICK to charge my Credit Card or Bank Account \$400 FOR SERVICE of Initial notice and Summons and complaint,
upon our receipt of this contract. OR \$120 for initial notice[s] and later, \$280 for Summons if needed
Cancellations must be faxed to 253-269-7132 PRIOR to Service of Summons.
I acknowledge that these services are not refundable after they have been performed

Please PRINT CLEARLY,
This will save Attorney time, court costs, and prevent mistakes.
Exact spelling of names is required for success at court.

Owner [Plaintiff] *[the legal owner is the plaintiff]*

Manager or Trustee

(Name)

(Name)

(Address)

(Address)

(City/State/Zip)

(City/State/Zip)

(Home / cell Phone)

(Home / cell Phone)

(Work Phone)

(Work Phone)

(Fax Number)

(Fax Number)

Other information and instructions:

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

Signature _____ **Date** _____

E-Mail Address _____

Evict-A-Quick makes no warranty for speed or efficacy of process(s). 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 Evict-A-Quick 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; hire and pay process servers and refer to legal counsel to accomplish Service of Summons and Complaint. FAX= 253-269-7132
P.O. Box 25171 Seattle, WA 98165 PH 206-527-2422 WWW.EVICTAQUICK.COM info@evictaquick.com

TENANT INFORMATION AND STATEMENT OF RENTS DUE

1) **Rental Property Address:** [room # and house # should be visible, reinstall if needed]

Street: _____ CITY _____ COUNTY: _____ ZIPCODE _____

2) **Tenant's Name(s):** _____

3) **TENANT DESCRIPTION <> HAIR COLOR _____ STYLE - LENGTH _____**
APPX. AGE _____ HEIGHT _____ BUILD _____ GENDER _____
WORK ADDRESS? _____

4) **LANDLORD PHONE # _____** (FOR access questions - PROCESS SERVER AND SHERIFF)

5) **Monthly Rental Amount: _____ Day of Month Rent is Due: _____**

** Do Not Include Late Charges in Rent Owed when Filling Out the Section Below **

6) **Rent, Current Month: \$ _____**

7) **Rent, Previous Months: \$ _____**

**Note: DO NOT ADD LATE FEES INTO RENT AMOUNTS!*

8) **Late Charge for Current Month: \$ _____ Previous Month's Late Charges: \$ _____**

Each Month's Late Charge May not Exceed 10% of a Full Month's Rent

9) **Utility unpaid Charges _____ Deposits not paid _____ Other agreed amounts _____**

10) **Reason For Eviction: (check one or more)**

Non-Payment of Rent _____ Waste and Nuisance _____ Trustee Sale/ Foreclosure _____

Termination of Tenancy _____ Failure to Comply w/ lease or rental agreement _____

POLICE INCIDENT # _____ [for waste & nuisance complaints]

→ **Other non Compliance issues: Cleanup letters from the city or county? _____**

Noise, harassment, and nuisance letters from neighbors & witnesses? _____

Trash and junk cars? _____ Broken doors / windows? _____

City code violations? _____ HOA Violations? _____

Recent Police responses to rented premises? Incident #, time, date _____

11) **Additional Location Information:**

Describe access if entrance in non standard location, fences, dogs, Security building access

The Process servers and the Sheriff will require good access info.

Bldg Access code: _____ or hidden key location _____

Upper _____ Lower _____ Back door _____ Room # _____ Basement or hidden door _____

Phone# to call for Access _____ Hazards _____

I hereby certify that the Information Above is Correct:

Owner / Landlord / Manager: _____ Date: _____

*Please Avoid Contact and Confrontations with Tenant(s) during this process. Do NOT write any letters or notices!
Let the Process Work for You! Let the Attorney advise you first.*

If any partial payments are mailed, do not deposit or return them without asking the Attorney first!

You may not have to accept full payment after summons has been served, so ask before accepting or depositing full payments.

If you accept any payments after a process has begun, new initial notices and / or Summons will be required. [\$80.00 to re-serve initial notices - \$120.00 to re-serve Summons.]

Please call us with any questions which seem to require a response to the tenant 206-527-2422 [7am-10pm]

FINANCIAL LEDGER:

Please Enter Information to show the History of rent and deposit payments. Begin with move-in date if possible (or date when Tenant became responsible to You).

This will give a very clear picture of the situation, saving time and costs. Please Assemble and send (fax) Rental Agreement, any proofs of deposit, receipts, utility bills, letters to and from Tenant, Code Enforcement Letters, Police incident #(s); The Attorney will need this information.

Bad Checks should be entered as a new amount owed, labeled “RETurned” on the date check was returned. Un-Paid Deposits, Late Fees, and Utilities which are not paid As Agreed, Any other agreed payments in rental agreement, including agreed repairs already paid by Landlord, may be put on a “10day notice to comply with rental agreement”.

SPECIAL NOTE: DAMAGE ESTIMATES; You should acquire 2 or more recent Contractor estimates for Serious damage to premises. A 48 hour Posted (on door) Notice must be given for inspections; Tenant may deny Entry, be careful not to harass Tenant! Landlords have been arrested in some encounters. If Tenant is Angry, let the Eviction process deal with Tenant. It is wise to be reasonable. The Attorney will advise about estimates of repairs. Ordinary wear and tear should not be included here.

DATE:(begin 12 months ago, or Enter move in date) List Each Month on a new line.	Rent Amount paid	Rent Amount owed	Late Fee (10Day notice) May not exceed 10% of monthly rent.	Unpaid Utility Bills. (If Tenant agreed to pay)	Unpaid Deposits	Other Agreed Amounts, Repairs paid for.
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
TOTALS	Total paid towards rent	Total rent owed.	Total Late fees	Total Utilities Owed	Total Deposits not Paid	Other Amounts Total

SHERIFF- KING COUNTY

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: H _____ W _____

Landlord's address _____

TENANT INFORMATION

RENTAL PROPERTY ADDRESS _____

COUNTY of _____

City _____ State _____

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 Licence # , OR State ID # Date of Birth or Approximate Age	ALL Phone number(s) for Tenant, INCLUDING DISCONNECTED #s
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of 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? YES NO

• 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: _____

AGENCY ACKNOWLEDGEMENT

(Attorney will be assigned upon receipt of retainer)

WNER or MGR. (print your name here) _____ STATES AS FOLLOWS:

(print Property Owner's name) _____ IS THE OWNER OF THE PREMISES LOCATED AT: _____ **(Tenant address)** _____

---AND---

**** (IF You are the manager) ** (sign here)** _____ I AM AUTHORIZED BY THE PROPERTY OWNER TO CONTRACT FOR EVICTION SERVICES REGARDING THE EVICTION OF: **(tenant name)** _____

{ I AM (Check one) Manager ___ Agent ___ Attorney ___ Trustee ___ FOR THE OWNER

I APPOINT **EVICT-A-QUICK**: AS AGENT FOR MYSELF AND/OR THE OWNER IN REGARD TO THE EVICTION OF **(Tenant Name)** _____

I AUTHORIZE **ATTORNEY**: _____ TO REPRESENT ME IN ANY COURT PROCEEDINGS THAT MAY BE REQUIRED IN CONNECTION WITH THE EVICTION OF The TENANT NAMED HEREIN.

I AUTHORIZE EVICT-A-QUICK TO COMPENSATE THE **ATTORNEY**: FOR HIS SERVICES THROUGH SERVICE OF SUMMONS AND COMPLAINT.

I UNDERSTAND THAT I SHALL CONTACT AND PAY **ATTORNEY** _____ FOR ALL LEGAL SERVICES AND COSTS OF PURSUING THIS EVICTION (including court fees)

ATTORNEY'S PHONE: _____ **FAX**: _____ OFFICE IS LOCATED AT: _____

I UNDERSTAND THAT IT IS VITAL TO PROVIDE ACCURATE AND COMPLETE INFORMATION REGARDING THIS EVICTION, AND I AGREE TO PROVIDE ALL SUCH INFORMATION AS WELL AS COPIES OF ALL DOCUMENTS THAT MAY BE REQUESTED.

SIGNED: _____ **DATE**: _____

Your E-MAIL _____

Your FAX: _____ Your PHONE _____