



Civic Center Building, Third Floor
1700 Hudson Street
PO Box 1549
Longview, WA 98632

Phone: (360) 423-5220
Fax: (360) 423-1478
Website: www.walstead.com

UNLAWFUL DETAINER WORKSHEET

Date: _____

Owner(s): _____ (will be named as Plaintiff in lawsuit)

Manager: _____

Owner Manager Home phone: _____ Cell: _____

Billing address: _____

Renter #1: Mr. Ms. Mrs. _____

DESCRIPTION OF PERSON _____

DESCRIPTION OF THEIR VEHICLE _____

Renter #2: Mr. Ms. Mrs. _____

DESCRIPTION OF PERSON _____

DESCRIPTION OF THEIR VEHICLE _____

If a couple is renting, are they married? YES NO UNKNOWN

Rental address _____ (street address) _____ (apt. #) _____ (city)

Do you have a signed Rental Agreement? YES NO (If "YES", please provide us with a copy of it)

Rent is owed for the month(s) of: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
[circle all months for which rent is owed]

If partial rent was paid, which month(s) is partial rent still owing: _____

Type of Notice served: 3 day or 20 day or 10 day

Method of service (choose one): in person upon _____

by mailing to renter(s) and posting at rental address

Date served: _____ (PLEASE PROVIDE US WITH A COPY OF THE NOTICE YOU SERVED)

Rental amount: \$ _____ per month / week / day (circle one)

Total rent owed: \$ _____

Late charges: \$ _____

Other charges: \$ _____ Describe: _____

Total owed \$ _____

Should Process Server call Owner/Manager before attempting service to discuss best time to serve, etc?

YES NO (if NO, service recommendations: _____)

Could service be hazardous? YES NO (If "YES", why _____)

Will renters try to avoid service? YES NO UNKNOWN

DISCLAIMER

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By submitting this form, you agree that no information disclosed by you shall prohibit WALSTEAD MERTSCHING PS or its individual attorneys from representing a different client in this matter.