

Using This Revisable PDF Form

1. Copies
 - a. Original – to court after execution by sheriff.
 - b. First copy – to defendant.
 - c. Additional copies as dictated by local practice.
2. Data Element Nos. 1-6 and 11-12 prepared by the plaintiff. Data Element Nos. 7-10 prepared by clerk or judge. Data Element Nos. 13-17 are prepared by the deputy sheriff or sheriff who executes the writ.
3. Attachments – Itemized list of credits and dates of payment for purpose of calculating the total interest due.
4. Preparation details – Use district court form DC-467, WRIT OF FIERI FACIAS, to recover the rent, damages, profit and costs. See Va. Code §§ 8.01-470 and 8.01-472.

REQUEST FOR WRIT OF POSSESSION IN UNLAWFUL DETAINER PROCEEDINGS

Commonwealth of Virginia Va. Code § 8.01-471

..... **1** General District Court
CITY OR COUNTY Circuit Court

TO THE COURT:

I/we, the plaintiff(s) in this proceeding, request that this court issue a writ of possession against the defendants with regard to the following premises: **2**

.....
.....

This request is made upon a judgment for possession dated: **3**

4 As this case falls under the Virginia Residential Landlord and Tenant Act (§ 55-248.2 *et seq*), I/we represent that, following the entry of the judgment for possession, the landlord has not accepted rent payments without reservation, as described in Virginia Code § 55-248.34:1.

..... **5**
DATE [] PLAINTIFF [] PLAINTIFF'S ATTORNEY [] PLAINTIFF'S AGENT

WRIT OF POSSESSION

Va. Code §§ 8.01-470, 8.01-472

TO ANY AUTHORIZED OFFICER:

You are hereby commanded in the name of the Commonwealth to cause the Plaintiff(s) to have possession of the following premises from the defendant(s): **7**

.....
.....

You are further commanded to make a return before me within 30 days of this date as to the day and manner of executing this writ.

..... **8**
DATE [] CLERK [] JUDGE

CASE NO. **10**

..... **11**
PLAINTIFF(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)
.....
.....
.....
.....
.....
.....
v.
..... **12**
DEFENDANT(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)
.....
.....
.....

CAME TO HAND
..... **13**
DATE AND TIME

..... **14**, SHERIFF

EXECUTED by taking into possession the within-named premises and delivering possession of it to the plaintiff(s).

..... **15**
DATE
..... **16**, SHERIFF

by **17**
DEPUTY SHERIFF

Data Elements

1. Jurisdiction name and check appropriate box for court.
2. Description of judgment of possession.
3. Date of judgment of possession.
4. Check box if case may fall under Virginia Residential Landlord and Tenant Act.
5. Date plaintiff, plaintiff's attorney, or plaintiff's agent signed request.
6. Signature of plaintiff, plaintiff's attorney, or plaintiff's agent.
7. Description of premises whose possession is to be recovered.
8. Date of issuance of writ.
9. Signature of issuing official. Check the appropriate title box below the signature line.
10. Court case number.
11. Names of plaintiffs.
12. Names of defendants.
13. Date and time of receipt by sheriff's office.
14. Signature of sheriff.
15. Date on which writ was executed.
16. Signature of sheriff (type or print if executed by deputy sheriff).
17. Signature of deputy sheriff if served by deputy sheriff.