

ERPP Notice – Tips for Landlords in Bellevue and Kirkland

The BCRC provides this information as a courtesy and cannot give you legal advice. We **strongly** urge you to seek the advice of legal counsel, to help you better understand your rights and obligations under new state laws enacted in 2021. More information about the new state laws may be found at [WashingtonLawHelp.org](https://www.washingtonlawhelp.org).

The Bellevue Conflict Resolution Center (BCRC) is the only Dispute Resolution Center serving properties in Bellevue and Kirkland under the Eviction Resolution Pilot Program (ERPP). Notices sent to KCDRC for Bellevue and Kirkland tenants will be delayed and may need to be re-served. Incorrect or incomplete notices may not strictly comply with requirements under state law or the King County ERPP standing order.

LINKS TO ERPP NOTICE & RESOURCE FORM:

<https://www.atg.wa.gov/landlord-tenant>; or
<https://www.bellevuewa.gov/erpp> > Resources > Legal Assistance & Resources > ERPP Notice

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Respond By Date – Do NOT Leave Blank

The BCRC encourages landlords to get legal advice on the response period for tenants served a 30-Day Pay or Vacate Notice. In all cases, landlords must serve the tenant and send a copy of the ERPP and Pay or Vacate Notices to BCRC on the same day. If a landlord does not email BCRC's copy on the service date, the BCRC will begin counting response time from the date BCRC receives the Notices. Count weekends. Do not count holidays.

Tenant Information

Provide ALL contact information for ALL adult tenants on the lease. Attach addendum if needed. Failure to provide valid phone or email info will be noted on ERPP Certificate.

Landlord Information

Provide a personal contact for the property, either on the notice or in the submission email. Failure to include this information may result in delayed services.

Certification Note

BCRC will copy tenant and landlord information exactly as it appears on the ERPP Notice.

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Rent Assistance Box

Place the information for King County from Appendix A in this box

Dispute Resolution Centers Box

Use this contact information for BCRC. This differs from Appendix B:

Bellevue Conflict Resolution Center
www.bellevuewa.gov/erpp
bcrc@bellevuewa.gov
425-452-4091

Lawyers Box

Place the contact information for King County from Appendix C in this box

SUBMITTING THE ERPP NOTICE

- Send the ERPP Notice WITH the Pay or Vacate Notice to bcrc@bellevuewa.gov. BCRC encourages landlords to get legal advice on whether a 14-Day or 30-Day Pay or Vacate Notice is appropriate for each tenant.
- For multiple notices, send one email per tenant.
- Include any repayment plan offers that have already been made.
- It is not necessary to attach the Appendices to the ERPP Notice if the boxes on page 2 are properly completed.