

(3) The facts relating to (i) any assignment of a lease, if known, (ii) the premises leased, (iii) the date of the lease, (iv) the term of the lease, (v) the rent required to be paid by the lease, and (vi) the amount of the rent in arrears.

(b) The petition shall be under oath or affirmation of the plaintiff, or [his] THE PLAINTIFF'S agent, that the facts recited are true and correct.

(c) If a defendant is not a resident of, or amenable to service in a county where the leased premises are located, service may be made by certified mail, return receipt requested, bearing a postmark from the United States Postal Service. If this service is returned by the Post Office Department or refused by the addressee or [his] THE ADDRESSEE'S agent, then process shall be sent by first-class mail and the defendant returned as summoned.

8-304.

(b) In addition, the order shall:

(1) Direct the time within which service of the petition and show cause order shall be made on the defendant; and

(2) Inform the defendant that (i) [he] THE DEFENDANT may appear at the time stated and present evidence on [his] THE DEFENDANT'S behalf; and (ii) if [he] THE DEFENDANT fails to appear, all goods on the leased premises not exempted by law may be levied on and removed by the sheriff.

8-305.

(b) The officer making the levy then shall proceed to make an inventory of each article of goods distrained on and deliver a copy to each tenant found on the leased premises. If no tenant is found, [he] THE OFFICER shall affix a copy to the premises as provided above in the case of the order.

(c) The officer serving the order shall make a return of [his] THE OFFICER'S action to the court including the date and time of return.

8-307.

(a) The following are exempt from distress:

(1) Hand-powered and operated tools used by a tenant in [his] THE TENANT'S occupation or livelihood;

(2) Law books of an attorney;

(3) Hand-operated instruments of a physician;

(4) Medical books of a physician;

(5) Files and professional records of an attorney or physician; and

(6) The prior perfected security interest in all goods in which the tenant has an interest.