

INSTRUCTIONS TO THE CONSTABLE EVICIONS

Property Name

Landlord or Agent

Your Address and Phone

Defendant/Tenant

Address to be Evicted Upon Court Order

Gated? → Yes → No

Code # _____ Key Provided _____

EVICITION INSTRUCTIONS

To secure property at the time of eviction locks must be changed, lock boxes or slip keys used. All entrances must be secured prior to Court Seals being placed on the property.

Please answer all questions below and sign:

Does landlord or agent wish to be present during eviction? Yes _____ No _____

Will landlord or agent provide for lock change? Yes _____ No _____

Please provide the name and phone number of a person to be called who is authorized to provide for the lock change and to schedule the eviction. Contact for scheduling will be between the hours of 8:00 a.m. - 10:00 a.m.

*** IN THE EVENT THE LOCKSMITH SELECTED CANNOT MEET THE DEPUTY CONSTABLE'S SCHEDULE, ANOTHER LOCKSMITH WILL BE CALLED.**

Name and Phone Number

In the event that the landlord or agent cannot be contacted by 11:00 A. M. the day of the eviction, the landlord or agent forfeits the eviction and has to start the process from the beginning.

Signature Required