

**INSTRUCTIONS TO THE CONSTABLE  
EVICTIONS**

\_\_\_\_\_  
Property Name

Court Case # \_\_\_\_\_

\_\_\_\_\_  
Landlord / Agent

\_\_\_\_\_  
Landlord / Agent Address & Phone Number

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant's Address to be evicted upon receipt of court order

Gated?      Yes    ➡          No    ➡   

Gate code \_\_\_\_\_

Key Provided      Yes    ➡          No    ➡   

**EVICTION INSTRUCTIONS**

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

Please answer questions and sign below:

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

Will landlord or agent provide locks / locksmith?      Yes    ➡          No    ➡   

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

Please provide the name and phone number of a person authorized to schedule and provide for the lock change. Contact for scheduling will be between the hours of 8 – 11 AM on the day of the lockout.

\_\_\_\_\_  
Name and Phone Number

**IF CONTACT CANNOT BE MADE WITH THE PERSON NAMED ABOVE BY 11 AM ON DAY OF EVICTION, THE  
LANDLORD WILL HAVE TO PAY ½ THE ORIGINAL FEE TO HAVE EVICTION COMPLETED WITHIN 30 DAYS  
OF THE COURTS ORDER BEING SIGNED.**

\_\_\_\_\_  
Signature Required

POSTED    TIME \_\_\_\_\_ DATE \_\_\_\_\_

COMPLETE    TIME \_\_\_\_\_ DATE \_\_\_\_\_