

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
DETENTION SERVICES DIVISION
**INSTRUCTIONS TO THE SHERIFF/EX OFFICIO
CONSTABLE EVICTIONS AND REMOVALS**

LVMPD EVENT NUMBER: _____

LVTC: _____

Property Name _____

Court Case # _____

Landlord/Agent _____

Landlord/Agent Address _____

Landlord/Agent Phone Number _____

Tenant Name and Phone Number _____

Key Provided: Yes No

Gated: Yes No

Gate Code: _____

Tenant's Address to be evicted upon receipt of Court order _____

EVICITION INSTRUCTIONS

To secure property at the time of eviction, locks must be changed; lock boxes of slip keys are used. All methods of entry (doors, windows, etc.) must be secured prior to the Court's seal being placed on the property. Do not change locks prior to the officer's arrival. All lock changes must be witnessed by the officer. Answer the following questions and complete the required information below before signing.

Does the landlord or agent want to be present during the eviction?

Yes No

Will the landlord or agent provide locks/locksmith?

Yes No

Is the property still occupied?

Yes No

How many people are believed to be living at the residence? _____

How long has the occupant(s) resided at the property? _____

When was the occupant(s) last observed at the property? _____

Is the property sublet?

Yes No Unknown

Has there been recent law enforcement response?

Yes No Unknown

If yes, explain: _____

Are there any known weapons inside the residence or person known to carry?

Yes No Unknown

Do any occupants have a history of violence?

Yes No Unknown

If yes, explain: _____

Are there any dogs or animals in the property?

Yes No Unknown

Has occupant(s) ever made or insinuated any threats to the applicant or other person?

Yes No Unknown

If yes, explain: _____

Do the occupant(s) have mental health or substance abuse issues?

Yes No Unknown

If yes, explain: _____

Other than summary eviction, has there been litigation with the occupant?

Yes No Unknown

If yes, explain: _____

Additional information helpful for officers processing the eviction? _____

Provide known identifying information for known or suspected occupants? (e.g., name, DOB, SSN, description, moniker, gang affiliation, etc.) _____

Preferred locksmith name and contact number: _____

In the event the locksmith cannot meet the officers, another locksmith will be called.

Provide the name and mobile number of a contact who is authorized to schedule and make decisions on behalf of the owner/management.

Name and mobile number of the office _____

Management Information _____

Maintenance Information _____

Important: The assigned officer will make contact no later than 11am on the day of the lockout to confirm the eviction and schedule the actual lockout. If contact cannot be made with the person named above by 11am on the day of eviction, the landlord or representative must pay the original fee, and the eviction must be rescheduled. An eviction must be completed within 30 days of the court order being signed and issued by the Court.

Posted Date: _____

Posted Time: _____

Signature of Person Completing Instructions
(Required)

LVMPD DSD 1028 (REV. 8/2026)

Complete Date: _____

Complete Time: _____