



## RTDRS or COURT INSTRUCTIONS

Bay 6, 4291 120 Avenue S.E.  
Calgary, Alberta, T2Z 4J7  
Telephone: (403) 517-3493  
Fax: (403)517-3495

### Instructions

We hereby confirm that we have the right to enter into the Court of Law on the below noted Debtor and therefore instruct Prairie Bailiff Services to serve as an agent on our behalf. Once served, we ask that you:

- File for immediate recovery of the below noted premises
- Apply for costs associated with this claim
- Serve all necessary notices on our behalf
- Deliver new keys to:

In addition to the fees and disbursements that will be invoiced by Prairie Bailiff Services, we hereby acknowledge responsibility for any storage charges incurred pursuant to instructions to remove the property from the premises.

### Tenant Information

Tenant's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Gender: Male / Female      Pets: Y / N      Children: Y / N      If yes, how many \_\_\_\_\_

Fire arms/narcotics: Y / N      If yes, how hold \_\_\_\_\_

Reports of criminal activity or abuse Y / N

### File Information

Your reference: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Attachments

- Copy of Lease Agreement
- Statement of Account
- Any and All notices served on Tenant

# Contract and Indemnity

## Contract for Services

The undersigned instructing party hereby warrants to Prairie Bailiff Services that it is the enforcing party, or that it is the lawful agent of the enforcing party or is otherwise legally authorized to give instructions on behalf of the enforcing party to Prairie Bailiff Services and that it has determined that the enforcement activities instructed herein are lawful. Upon instructing Prairie Bailiff Services, the instructing party shall be responsible for the costs of such services, including all costs required to lawfully complete, suspend or withdraw civil enforcement activities. The instructing party agrees to pay for all services performed and invoiced by Prairie Bailiff Services within 30 days of the invoice date. Such services will be charged at the rate published by Prairie Bailiff Services and the Sheriff for the Province of Alberta. The instructing party further agrees to provide deposits or other advances for civil enforcement services to be performed upon the request of Prairie Bailiff Services.

Instructing Party (Individual or Legal Name of Company): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Name (Print)

## Indemnity

The undersigned confirms that enforcement instructions given to Prairie Bailiff Services are lawful and factually accurate and hereby indemnifies on a solicitor and his own client basis Prairie Bailiff Services, and its directors, shareholders, employees, and agents in respect of its fees, charges and disbursements and in respect of any suit, liability, or claim for damages that might be incurred by it in respect of any function carried out on the enforcement instructions. However, this indemnity shall not extend to any liability arising from the negligence or willful misconduct of Prairie Bailiff Services. This indemnity shall remain in force with respect to all services requested from time to time. In the event of litigation to which this indemnity applies, the undersigned agrees to fund, during the course of such litigation, the legal defense costs of Prairie Bailiff Services and its directors, shareholders, employees, and agents.

Instructing Party (Individual or Legal Name of Company): \_\_\_\_\_

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Name (Print)