**PERSONAL PROPERTY SECURITY ACT (PPSA) SEIZURE INSTRUCTIONS**

**Seizure Instructions**

We hereby confirm that we have the legal right to seize the secured property as per the attached security agreement filed at Personal Property Registry and instruct Prairie Bailiff Services to act on our behalf to:

[ ]  Seize secured property as set out in the security agreement or

[ ]  Seize the property listed in the attached schedule

[ ]  Remove property to secured storage or

[ ]  Remove goods to the following facility:

[ ]  Surrender the seized goods to:

[ ]  Leave goods with the Debtor on a Bailee’s Undertaking.

[ ] Allow Prairie Bailiff Services to make their own arrangements

**Debtor Information**

Debtor’s Name (s):

Debtor’s Address:

Phone Number:

Place of Employment:

**File Information**

Your Reference:

Contact Name:

Date:

Buy Out: $

Current Arrears: $

Contract Date:

DOB:

**Attachments**

[ ]  Copy of Lease Agreement

[ ]  Verification Statement of PPR Lien

[ ] We will serve the 21 day notice as per the Personal Property Security Act

[ ]  Serve the Debtor and all interested parties on our behalf

**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 is 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 the 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 full 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)**