



ORDER FOR EVICTION 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 enforce a Court Order for eviction on the below noted Debtor and therefore instruct Prairie Bailiff Services to serve the enclosed Order.
Once served, we ask that you:

- Allow the tenant _____ hours to remove their personal belongings (standard is 24 hours)
- Enforce the Writ of Possession immediately
- Change the locks Contact myself to change locks
- Remove the tenant's property to secured commercial storage
- Remove the tenants property to the following secure location:

- 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

Filed copy of Affidavit of Service

Filed copy of Order

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)