



**LETTER OF INSTRUCTION**

**ENFORCEMENT INFORMATION**

<b>Occupant Name(s), DOB(s), &amp; Phone Number(s):</b>	<b>Select all that apply:</b>		
	Police activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>
	Weapons in unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>
	Pets in the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>
	Mental health concerns?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>
	<b>Address:</b>	Violence?	Yes <input type="checkbox"/>
	Criminal Activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>

**ADDITIONAL DETAILS**

<input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse  <input type="checkbox"/> Duplex <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs Building Access Code: _____ Site Contact Name: _____ Site Contact Phone Number: _____	<input type="checkbox"/> Serv-It to arrange locksmith on my behalf <input type="checkbox"/> Locksmith Credit Card Pre-Authorization Attached <input type="checkbox"/> Landlord/Agent will attend to change locks Contact Name: _____ Cell Number: _____
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**ATTACHMENTS**

<b>Eviction Requirements:</b> <input type="checkbox"/> \$519.75 (\$495 plus gst) Payment by Cash/Certified Funds/E-Transfer <input type="checkbox"/> Locksmith Credit Card Pre-Authorization (If Applicable – Must Attach) <input type="checkbox"/> Court Order & Corresponding Affidavit of Service (Must Attach) <input type="checkbox"/> Updated Statement of Account (If Applicable – Must Attach)	<b>Additional Requirements for Conditional Orders:</b> <b>Notice of Default</b> <input type="checkbox"/> Delivered  <b>Time &amp; Date Delivered</b> _____  <b>Method of Service</b> <input type="checkbox"/> Personal Service (Hand Delivered) <input type="checkbox"/> Posted to Main Entrance Door
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**LANDLORD/INSTRUCTING PARTY INFORMATION**

Instructing Party Name: \_\_\_\_\_

Instructing Party Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

By signing this document, you agree to our cancellation policy. Cancellations prior to bailiff attendance will be subject to a \$125+gst fee.

I/We warrant that we have a good and valid claim for action as instructed herein. I/We hereby agree to protect and indemnify you, your Bailiff or agent against any and all claims that may be made against you under this authority, and to defend any action against you in respect thereof. We undertake to pay your fees as reasonably incurred.

**X**  
 \_\_\_\_\_  
 Landlord/Agent Signature

**X**  
 \_\_\_\_\_  
 Date