



**ORDER FOR POSSESSION INSTRUCTIONS**

**ENFORCEMENT INFORMATION**

Occupant Names and Dates of Birth: _____ _____ _____ _____	Occupant Phone Number: _____
Address: _____	Police activity? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Weapons in unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Pets in the premises?: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mental health concerns? <input type="checkbox"/> <input type="checkbox"/>
	Violence? <input type="checkbox"/> <input type="checkbox"/>
	Criminal Activity? <input type="checkbox"/> <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**

**Required In Order to Proceed:**

- \$551.25 (\$525 plus gst) Payment by Cash/Certified Funds/E-Transfer
- Locksmith Credit Card Pre-Authorization (If Applicable – Must Attach) Court
- Order (Must Attach)
- Affidavit of Service (Must Attach)
- Updated Statement of Account (If Applicable – Must Attach)
- Notice of Default (If Applicable – Must Attach)

**LANDLORD/INSTRUCTING PARTY INFORMATION**

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

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

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

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.

\_\_\_\_\_  
Landlord/Agent Signature

\_\_\_\_\_  
Date