

WRIT OF REMOVAL PROCESS

When the Deputy receives the Writ, he/she will contact the Plaintiff or Plaintiff's contact and set up a time to execute the Writ. This time and date will be determined by the workload in each Deputy's area. The Deputy will go to the property listed and notify the residents they have to vacate the premises by a certain date.

The Deputies are there to keep the peace, not to physically remove the property from the residence. If the landlord begins the process, alters contents at the premises or changes the locks prior to the arrival of the Deputy, then we will assume that the property has been returned to the landlord and the Deputy will no longer be a part of the process.

RESPONSIBILITY OF THE LANDLORD

- **Providing a minimum of three (3) people to complete the removal within one hour**
- **Supplying boxes, plastic bags and tarps to cover items in inclement weather**
- **Supplying materials to secure the premises**
- **Removing property and vehicles from the premises to the curb**
- **Providing hand tools and appliance dollies for disconnecting and moving large items**
- **Contacting Animal Control and facilitating the rescue of animals on the premises at the time of removal. This includes the payment of all fees to Animal Control or full reimbursement to the Sheriff's Office in instances where the Sheriff must contact Animal Control to facilitate the Writ**

If you are unable to provide enough assistance to remove the tenants, the Writ of Removal will be rescheduled according to the Deputy's schedule until you are able to obtain enough help.

Thank you