LARIMER COUNTYSHERIFF'S OFFICE



\*\*Read Carefully!! Initial each line and sign the bottom after reading and understanding\*\*

## <u>EVICTION PREPARATION</u> WE WILL NOT SCHEDULE A MOVE OUT UNTIL THIS FORM IS COMPLETED AND RETURNED!

Address for Eviction:

If you need to CANCEL the eviction, you must notify this office AT LEAST 48 HRS PRIOR to the scheduled eviction by email at sheriff-civilprocess@larimer.org. A service fee will be charged for late cancellations.

## FOR THE SAFETY OF OUR OFFICERS, DO NOT NOTIFY THE TENANT OF THE DATE AND/OR TIME OF THE EVICTION! IT WILL RESULT IN CANCELLATION AT YOUR COST!

(Please Initial) The following information is to help with your eviction:

- Adequate crew to remove items in one (1) HOUR. (\*\*\*If one hour is not enough time to remove all items, NOW is the time to request the amount of time needed to avoid costly delays.)
- Bring keys or have someone to unlock the residence and/or change the locks within the allotted hour to prevent re-entry by defendants and to protect the new tenants (schedule a locksmith).
- Have crew ready to move out ALL PERSONAL PROPERTY, including heavy furniture.
- Supply heavy duty trash bags or boxes for clothing, trash, etc.
- \_\_\_\_\_ All furniture and bags must be placed off the property (have tarps for the ground if wet).
- Renters' abandoned vehicles or RVs must be towed from the property during the eviction. It is your responsibility to call the tow company and have them ready.
- You will be responsible for removing any property left on the street after a reasonable amount of time. Failure to remove items after this time frame may result in fines from Code Enforcement.
- I understand and agree to dispose of any hazardous materials, drugs, trash and remaining property LEGALLY and RESPONSIBLY. I agree to allow the former occupant a REASONABLE (consult with attorney) amount of time to access their personal property before disposal.

Are there:

□ Pets/Animals

□ Hazards (weapons, hoarder, bed bugs, etc)

- Disabilities (wheelchair, mental health, etc)
- □ Drugs (prescription, illegal etc)
- □ Other (aggressive, group affiliations, concerns etc)

## I understand that failure to comply with the above requirements may result in the cancellation and or rescheduling of the eviction, AT MY EXPENSE.

Signature

Phone

Date

Printed Name

Email Address