

- Edmonton** – 280 10123 99 Street Edmonton, AB T5J 3H1
 Calgary – 300 801 Manning Road NE, Calgary, AB T2E 7M8
 Email: calgary@ccebailiff.ca or edmonton@ccebailiff.ca

Phone: 780 448-5833 Fax: 780 448-0698
 Phone: 403 262-8800 Fax: 403 262-8801
 Website: www.ccebailiff.ca

<p>Debtor Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____ Gender: Male / Female</p> <p>DOB: _____ SIN: _____</p> <p>Best time to seize: _____</p> <p>Other Debtor Info.: _____ _____ _____</p> <p>Co-buyer Name: _____ DOB: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p>	<p>Date: _____</p> <p>Your Reference: _____</p> <p>Contact Name: _____</p> <p>Total Amount Owning (accelerated) \$ _____</p> <p>Current Arrears \$ _____ plus costs.</p> <p>Contract Date: _____</p> <p>Vehicle Make _____ Model _____</p> <p>Plate _____ Colour _____</p> <p>VIN _____</p> <p>Attachments</p> <p><input type="checkbox"/> Warrant or <input type="checkbox"/> Prepare and sign Warrant on our behalf (\$50)</p> <p><input type="checkbox"/> Copy of Verification Statement / PPSA Registration at PPR</p> <p><input type="checkbox"/> Copy of Security Agreement / Contract</p> <p><input type="checkbox"/> Seizure Deposit (minimum - \$750)</p>
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Seizure Instructions **RUSH** **(Additional fees apply)**

We hereby confirm that we have the legal right to seize the secured property as per the attached chattel lease filed at Personal Property Registry and instruct Consolidated Civil Enforcement Inc. (CCE) to act on our behalf to:

Seize secured property as set out in the chattel lease; **or** Seize property listed in attached schedule.

<p><i>In order to carry out these instructions, and subject to more specific instructions below, CCE is authorized to select a tow truck or transport driver(s), or a person(s) at a secure storage facility and may surrender possession of the seized property to that person(s). Any person so selected shall be the person designated in writing pursuant to Section 58(5) of the Personal Property Security Act.</i></p> <p>Delivery of Seized Property (must check one):</p> <p>We instruct and authorize CCE to DELIVER the property:</p> <p><input type="checkbox"/> to: (please specify a particular <u>person</u> or <u>storage facility</u>); _____</p> <p><input type="checkbox"/> or to a secured facility of CCE's choosing;</p> <p><input type="checkbox"/> or by leaving the seized property with the debtor on a Bailee's Undertaking.</p>	<p>Service of Sale Notice (Must check one):</p> <p><input type="checkbox"/> We will serve the sale notice on debtor and all parties required by PPSA;</p> <p><input type="checkbox"/> or CCE to serve debtor with sale notice, we will serve all other parties required by PPSA;</p> <p><input type="checkbox"/> or CCE to serve debtor and all parties required by PPSA with the sale notice (additional service fees will apply).</p> <p>If CCE is serving, must check one:</p> <p><input type="checkbox"/> Prepare sale notice (\$50 charge). Sell goods by <input type="checkbox"/> auction <input type="checkbox"/> private sale <input type="checkbox"/> tender <input type="checkbox"/> other (specify): _____</p> <p>Location, date, time of sale (name, address, phone #) _____</p> <p><input type="checkbox"/> or Use the sale notice we've provided.</p>
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Transport of Seized Property (must check on):

We will make our own transport arrangements; **or** We instruct CCE to arrange for transport.

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Contract and Indemnity

Contract for Services

The undersigned Instructing Party hereby warrants to Consolidated Civil Enforcement Inc. (Consolidated) 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 Consolidated and that it has determined that the enforcement activities instructed herein are lawful. Upon instructing Consolidated, 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 Consolidated within 30 days of the invoice date. Such services will be charged at the rate published by Consolidated with the Sheriff for the Province of Alberta. The Instructing Party shall pay interest on overdue amounts at a rate of 18% per annum, calculated annually, not in advance. The Instructing Party further agrees to provide deposits or other advances for civil enforcement services to be performed upon the request of Consolidated.

Instructing Party (Individual or Legal Name of Company): _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Signature (Required) **Name (please print)**

Indemnity

The undersigned confirms that enforcement instructions given to Consolidated are lawful and factually accurate and hereby indemnifies on a solicitor and his own client basis Consolidated, 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 Consolidated. 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 Consolidated and its directors, shareholders, employees, and agents. The undersigned further agrees to provide additional indemnities, bonds or assurances as required by Consolidated from time to time.

(Individual or Legal Name of Company): _____

Address, Phone and Fax (if different from above): _____

Signature (Required) **Name (please print)**



MasterCard/Visa Authorization Form

Today's Date	
Card Type:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Retainer Amount:	
Cardholder Name:	
Card Number:	
Expiry Date:	
Additional charges incurred	By signing below I hereby authorize Consolidated Civil Enforcement Inc. to charge the above noted credit card for invoices incurred on this file. I agree to pay these charges and understand that Consolidated Civil Enforcement Inc. will forward me copies of the same marked as paid by credit card.
Card Holder Signature:	

PHOTOCOPY OF BOTH SIDES OF CARD HERE (OR ATTACH):

For CCE Office Use Only

CCE File Number: _____ Authorization Date: _____
 Authorization Number: _____ Authorizing RM: _____

CCE Invoice Payment

Invoice #: _____ Invoice Amount: _____ Authorization Date: _____
 Invoice #: _____ Invoice Amount: _____ Authorization Date: _____