

### 1 Establishing Your Lien

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A Garage Keepers' Lien is established under any of the following circumstances:

- Storage, maintenance, or repair of a motor vehicle or farm vehicle.
- Price of accessories or parts furnished for a motor vehicle or farm vehicle.
- **No lien** for the supply of fuel, oil, or grease.

### 2 Maintaining Your Lien

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- If you release the vehicle or furnish the parts or complete the repairs off-site, you have 21 days to register your lien.
- To register your lien, you must have a signed work order/invoice or retain possession of the motor vehicle.
- Your lien continues for 6 months after registration
- You must seize the vehicle during the 6 months
- You may extend the duration of your lien by way of court order.

### 3 Ownership of Vehicle / Value of Vehicle

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- Once the vehicle has been seized (even if the vehicle is in your possession) **you DO NOT own this vehicle**. Ownership remains with the debtor until **all Civil Enforcement proceedings**, including the sale of the vehicle have been finalized.
- After receipt of the sale proceeds at the Civil Enforcement Agency, **the Civil Enforcement Agency MUST issue the bill of sale transferring ownership to the purchaser** (even if the purchaser is the garage keeper.)
- The value of the vehicle will be determined by the method used to sell the vehicle (see Section 7). Civil Enforcement proceedings cannot guarantee that you will receive any or all of your lien amount.

### 4 Seizure Decisions

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When providing our office with instructions you will need to provide instructions about what should happen to the goods after they have been seized. Providing us with full instructions at the beginning of seizure can help to reduce the risk of incurring unnecessary storage charges.

- Do you know to where the vehicle is?
- Does the name on the warrant match the name on the work order?
- Do you want the bailiff to leave the vehicle with the Debtor on a Bailee's Undertaking (may consider if there are no good storage options or if the costs of removal are going to be excessive and you anticipate that the Debtor will make settlement arrangements)?
- Do you have a specific auction that you use or other instructions about sale?

### 5 Priorities and Other Issues That May Affect the Seizure Outcome

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We are required by the Sheriff's Office to conduct a Distribution Seizure Search and Serial Number Search prior to seizure. These searches will help to identify potential issues of priority that may affect your decision to seize. They may also make you aware of any court ordered stays or bankruptcy for example. Some common priorities follow:

- Canada Customs and Revenue Agency – Deemed Trust
  - Workers' Compensation Board
  - Garage Keepers' Lien
  - PMSI Security Agreement – may be a concern
  - Municipal Government (i.e. City of Calgary)
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## 6 Post Seizure Process

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- Debtor has right to object to seizure and a private sale to the creditor.
- The debtor objection must be addressed by court application brought by a law firm.
- ***The CIVIL ENFORCEMENT AGENCY MUST BE INVOLVED IN THE SALE!***
- From seizure to sale and distribution of proceeds takes 2 to 3 months minimum
- Initial seizure costs from \$950 to \$1,150 (Additional bailiff time, towing, removal, locksmith, etc. will increase cost). All or a portion of these costs will be refunded to you upon distribution of the sale proceeds, dependent on the value received from the sale of the vehicle.

## 7 Sale Options

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Sale of the seized vehicle can be completed using either of the following two methods:

### Public Auction

- The vehicle can be removed at the time of seizure to an auction of your choice
- The vehicle will be sold unreserved through the next applicable auction
- All sale proceeds will be forwarded to the Civil Enforcement Agency for distribution.

### Private Sale

- A private sale can be managed by the garage keeper, but final approval of the sale and the bill of sale must be handled by the Civil Enforcement Agency. All sale proceeds must be forwarded to the Civil Enforcement Agency for distribution.
- There are three options available to you for private sale:
  - **Option 1: Appraisal and One Written Offer**  
You must obtain an appraisal to establish the fair market value of the vehicle. The appraisal must be in writing and completed by a certified appraiser. Once you receive the appraisal, you must forward a copy to our office for our file. You can then proceed to accept written offers for the purchase of the seized vehicle. The offers must meet or exceed the appraised value plus GST. Prior to the final sale, all written offers must be signed by the offering party(ies) and forwarded to the civil enforcement agency for review and approval. Upon acceptance of an offer, Consolidated will contact the purchaser to make necessary arrangements for payment of the sale proceeds. Consolidated will provide the bill of sale to the purchaser upon receipt of the full purchase price, including GST and completion of any other sale requirements.
  - **Option 2: Three Written Offers**  
No appraisal is required. You can accept a minimum of three independent written offers for the purchase of the seized vehicle. All written offers should include a proposed purchase price, plus GST and be signed by the parties making the offers. The offers must then be forwarded to our office for review and approval, prior to the final sale. Upon acceptance of an offer, Consolidated will contact the purchaser to make the necessary arrangements for payment of the sale proceeds. Consolidated will provide the Bill of Sale to the purchaser upon receipt of the full purchase price, including GST and completion of any other sale requirements.
  - **Option 3: Sale to the Creditor**  
You must obtain an appraisal to establish the fair market value of the vehicle. The appraisal must be in writing and completed by a certified appraiser. Once you receive the appraisal, you must forward a copy to our office for our file. At that time you must submit your written offer to our office. Your offer must include the proposed purchase price which must meet or exceed the appraised value plus GST. Consolidated must then provide the debtor with a Sale Notice identifying you as the purchaser and the proposed purchase amount. The debtor can object to the sale. Upon expiry of the objection period, you will be required to forward payment to Consolidated for the amount of the offer. Consolidated will provide you with a bill of sale upon completion of the sale requirements.

- Edmonton** – 280 10123 99 Street Edmonton, AB T5J 3H1
- Calgary** – 200 807 Manning Road NE, Calgary, AB T2E 7M8
- Email:** [calgary@ccebailiff.ca](mailto:calgary@ccebailiff.ca) or [edmonton@ccebailiff.ca](mailto:edmonton@ccebailiff.ca)

Phone: 780 448-5833      Fax: 780 448-0698  
 Phone: 403 262-8800      Fax: 403 262-8801  
 Website: [www.ccebailiff.ca](http://www.ccebailiff.ca)

<p><b>Debtor Information</b></p> <p>Debtor Name(s): _____        _____        _____</p> <p>Address: _____        _____</p> <p>Phone: _____ Gender: Male / Female</p> <p>Vehicle Make: _____ Vehicle Model: _____</p> <p>Vehicle Colour: _____ License Plate (if known): _____</p> <p>Vehicle in possession of (Name &amp; address if different from above): _____</p>	<p><b>File Information</b></p> <p>Date: _____</p> <p>Your Reference: _____</p> <p>Contact Name: _____</p> <p><b>Attachments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Warrant</li> <li><input type="checkbox"/> Signed copy of the invoice or work order and/or maintain possession of the vehicle</li> <li><input type="checkbox"/> Verification Statement – PPR Registration</li> <li><input type="checkbox"/> Seizure Deposit (minimum - \$950 &amp; GST)</li> </ul>
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**Seizure Instructions**

**RUSH** (Additional fees apply)

We hereby confirm that we have the right to seize the property of the Debtor as identified above, pursuant to a Garage Keepers' Lien and therefore instruct Consolidated Civil Enforcement Inc. to:

- Seize and remove the property to secured storage or to the following storage facility:
- Seize and remove to the Garage Keepers Facility:
- OR** Leave goods on a Bailee's Undertaking, in possession of:

**IMPORTANT: Sale of vehicle and distribution of sale proceeds must be processed through Consolidated Civil Enforcement Inc.**

Continued on Page 2

## ***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)***

# Warrant

(Garage Keepers' Lien Act)

**TO: CONSOLIDATED CIVIL ENFORCEMENT INC.**

Civil Enforcement Agency - Issuing Office

**Calgary Office** - 200 807 Manning Rd NE Calgary, AB T2E 7M8 Ph: 403 262-8800 Fx: 403 262-8801 Email: calgary@ccebailiff.ca  
**Edmonton Office** - 280 10123 99 Street Edmonton, AB T5J 3H1 Ph: 780 448-5833 Fx: 780 448-0698 Email: edmonton@ccebailiff.ca

You are hereby instructed to seize the following vehicle:

Make \_\_\_\_\_ Model \_\_\_\_\_  
Serial Number \_\_\_\_\_ Licence Number \_\_\_\_\_  
the property of \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Owner

now in the possession of \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Party in Possession

This vehicle is subject to a garage keepers' lien registered at Personal Property Registry on \_\_\_\_\_ as  
Registration Number \_\_\_\_\_. Seizure is instructed to realize the sum of  
\$ \_\_\_\_\_ plus costs claimed by \_\_\_\_\_ for

**(Please indicate with an X the reason for the claim.):**

- Name of Creditor
- storage of motor vehicle or farm vehicle or a part of a motor vehicle or a farm vehicle
  - repair of a motor vehicle or farm vehicle or a part of a motor vehicle or a farm vehicle
  - maintenance of a motor vehicle or farm vehicle or a part of a motor vehicle or a farm vehicle
  - price of accessories or parts furnished for a motor vehicle or farm vehicle or a part of a motor vehicle or a farm vehicle

Possession of the motor vehicle or farm vehicle was surrendered to the owner or owner's agent on \_\_\_\_\_.

Repairs were completed to the motor vehicle, farm vehicle or part of a motor vehicle or a farm vehicle where the vehicle was not at the time of repair in the possession of the garage keeper on \_\_\_\_\_.

Accessories or parts were furnished to the motor vehicle or farm vehicle on \_\_\_\_\_.

Dated at \_\_\_\_\_, \_\_\_\_\_, on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Instructing Creditor or Authorized Agent

\_\_\_\_\_  
Print Name of Instructing Creditor or Authorized Agent

\_\_\_\_\_  
Address of Instructing Creditor or Authorized Agent

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number



## 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:	

**ATTACH PHOTOCOPY OF FRONT AND BACK OF CREDIT CARD**

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**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: \_\_\_\_\_