

Send by email to: CEA@ccebailiff.ca

Head Office – 300 801 Manning Road NE, Calgary, AB T2E 7M8

Website: www.ccebailiff.ca

Calgary Ph: 403-262-8800

Fx: 403-262-8801

Edmonton Ph: 780 448-5833

Fx: 780 448-0698

<p>Date: _____</p> <p>Debtor Information</p> <p>Debtor Name(s): _____</p> <p>_____</p> <p>_____</p> <p>Debtor Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Best time to seize: _____</p> <p>Hours of Operation (commercial): _____</p> <p>Total Tax Arrears \$ _____</p>	<p>Client Information</p> <p>Name: _____</p> <p>Contact: _____</p> <p>Phone: _____</p> <p>Tax Roll #: _____</p> <p>Attachments</p> <p><input type="checkbox"/> Warrant</p> <p><input type="checkbox"/> Statement of Tax Arrears</p> <p><input type="checkbox"/> RUSH (Additional fees apply)</p>
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Seizure Instructions

We hereby confirm we have the right to seize the property of the Debtor as identified above, pursuant to outstanding taxes owed to us and therefore instruct Consolidated Civil Enforcement Inc. to:

Seize sufficient non-exempt assets of the Debtor to satisfy the total amount owing.

OR

Seize the property listed below:

Leave goods in the possession of the Debtor on a Bailee's Undertaking

OR

Remove goods to auction or to a commercial storage facility as listed below:

Any known dangers, threats, or concerns for the bailiff? Yes No. If yes, please elaborate below:

Additional Instructions:

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)***

Previous P.P.R. Registration Number (W.C.B. only)

Civil Enforcement Agency File Number

Warrant

(DISTRESS)

Municipal Government Act

Type

MGA

Code

TO:



Head Office: 300, 801 Manning Road NE, Calgary AB T2E 7M8
Phone: 403 262-8800 or TF 1 800 313-4270 (press 3) | Fax: 403 262-8801
Email: CEA@ccebailiff.ca

You are hereby instructed to seize the personal property of

Name and Address of Debtor

in order to satisfy an outstanding debt in the amount of

owing to _____ plus costs.

Name of Creditor

Location of personal property if different from the debtor's address

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

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: _____

Consolidated Civil Enforcement Inc.

300 801 Manning Road N.E. Calgary, AB T2E 7M8 * Phone: (403) 262-8800 * Fax: (403) 262-8801
 Toll Free Phone: (800) 313-4270 * Toll Free Fax: (888) 262-8803