

1 Procedure

- Complete the attached Order for Possession forms and submit by fax, email, courier or personal delivery (by appointment) to our office.
- Upon receipt the file will be assigned to a Residential Tenancy Specialist who will review your documents and open a file. Should there be any concerns, they will contact you to discuss.
- Once the file has been opened and a bailiff is assigned to your file, you will receive confirmation by email, that will include the bailiff's name and phone number to be used in the event you need to cancel the eviction or if you miss their phone call.
- Generally, the bailiff will arrange for a locksmith to attend with them when they go to enforce the Order for Possession. The bailiff will make arrangements to deliver the new keys after the eviction has been enforced. If you wish to change the locks yourself, you must have a working key, all necessary tools, and sufficient experience to effectively and efficiently change the locks while the bailiff is on site. Depending on circumstances, the bailiff may insist on using an independent locksmith.
- Once the enforcement of your order is complete, the bailiff will submit their report to our office for invoicing, payment and email report to you.

2 Timing of Enforcement

We strive to have our bailiffs attend on the date of your instructions. There are circumstances that may affect the timing of your enforcement including, but not limited to:

- Improperly filed, served or completed Order, Affidavit of Service and/or Notice of Default
- Requirement for local police or RCMP attendance
- Rural location of enforcement address
- Bailiff scheduling
- When instructions are received by the office

Should you need to cancel or change the timing of your file, you will need to contact the bailiff and office as soon as possible. Files cancelled less than 2 hours prior to the bailiff's scheduled attendance are subject to the full-service cost. Files cancelled more than 2 hours prior to the scheduled attendance are subject to a file cancellation fee of \$125 plus GST.

3 Documents Needed for Enforcement

The following documents must be included in your Order for Possession package:

- Filed Order for Possession (MUST be filed at COURT OF KING'S BENCH OF ALBERTA)
 - Your Order must include a Civil Enforcement Clause – *"A Civil Enforcement Agency has authority to evict any occupant from the premises after the filed order is served upon the tenants/occupants"*
- Filed Affidavit of Service for the Order for Possession on the occupants/tenants (MUST be filed at COURT OF KING'S BENCH OF ALBERTA)
- Notice of Default – only required if you have a Conditional Order
 - Proof of Service of the Notice of Default on the occupants/tenants - proof can be an Affidavit of Service, signed statement, or photograph of the Notice of Default posted to the door noting the date and time served

**** Note, the conditions of the order come into effect once the order is granted, however you must file and then serve your order on the tenant(s) as soon as possible.**

**** Note, if your order states that your Notice of Default must give them a certain number of days to vacate, for example 3 days, the counting does not include the day the notice was served or the 3rd day. **It must be 3 clear days.****

4 Retainer

A retainer must be provided for the first Order for Possession file that you do with Consolidated. The retainer is equal to that of the service you are requesting.

- The retainer may be provided by VISA, MasterCard, or e-transfer (ask for details).
- Contact Consolidated to clarify the amount of deposit required.

Send by email to: RTPS@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

Date: _____

Occupant Information

Name(s): _____

Enforcement Address: _____

Tenant's Date of Birth: _____

Children: Yes No Pets: Yes No

Details: _____

Possibility of Violence/Firearms/ Drugs/ Police? Yes No

Details: _____

Client Information

Name: _____

Contact: _____

Phone: _____

Client Reference: _____

Attachments

- File Retainer Required (contact office for \$ amount)
- Filed copy of the Order for Possession or Order for Foreclosure.
- Filed copy of the Affidavit of Service of the Order for Possession or Order for Foreclosure.
- Copy of Served Notice of Default and Proof of Service (Applicable on all Conditional Orders).
- Name and contact information for tenant to contact to get back any personal property left on the premises.
This information will be included on the warning notice posted to the door of the residence:

Name: _____

Phone or email: _____

Order for Possession Instructions

Enforce the Order for Possession without providing notice to the tenants

Bailiff to obtain a locksmith and deliver new keys to: _____

OR

Landlord/Agent will attend with bailiff to change the locks. Contact: _____

****NOTE:** If you wish to change the locks yourself, you must have a working key, all necessary tools, and sufficient experience to effectively and efficiently change the locks while the bailiff is on site. Depending on circumstances, the bailiff may insist on using an independent locksmith.

Additional Instructions: _____

****In addition to the fees and disbursements to be invoiced by Consolidated, we hereby acknowledge responsibility for any storage charges incurred pursuant to instructions to remove personal property from the premises. Rules 9.27 and 9.28 of the Alberta Rules of Court, direct how personal property is to be handled. Generally, the property must generally be stored for one month before it can be sold.****



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:	

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