

**Vancouver** – 4508 Beedie Street, Burnaby, BC V5J 5L2  
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Website: [www.ccebailiff.ca/bc](http://www.ccebailiff.ca/bc)

**Date:** \_\_\_\_\_ **Your reference #:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Gender: Male / Female

Tenant Address: \_\_\_\_\_ Pets: YES / NO

Site Contact Name (s): \_\_\_\_\_ Phone#: \_\_\_\_\_

### Writ Information

We hereby confirm that we have the right to enforce a Writ of Possession on the above noted debtor and therefore inform and recommend Consolidated Civil Enforcement BC Inc. (Consolidated) to serve the enclosed Writ of Possession. Consolidated is acting as a court bailiff under the Sheriff Act on direct order from the court to execute the Writ of Possession and must follow the law impartially in doing so. Once the Writ has been served we ask that Consolidated:

- Allow the tenant \_\_\_\_\_ hours to remove their personal belongings (standard is 24 hours).
- Enforce the Writ of Possession immediately.
- Change the locks.
- Remove the tenant's property to secured commercial storage.
- Remove the tenant's property to the following secured location: \_\_\_\_\_

In addition to the fees and disbursements that will be invoiced by Consolidated, we hereby acknowledge responsibility for any storage charges incurred pursuant to instructions to remove the property from the premises.

**Attachments** - List particular documents that have been provided by the landlord to Consolidated Civil Enforcement BC Inc.

### Indemnity

The Customer hereby indemnifies, on a solicitor and client basis, Consolidated Civil Enforcement BC Inc., ("Consolidated"), including its directors, officers, shareholders, employees, and agents in respect of all of the fees, disbursements, taxes and any other costs incurred, or payable, by Consolidated or any of those parties in responding to, or defending against, any claim, proceeding, or lawsuit arising in any way from work or services performed, or not performed, by Consolidated at the request, or on behalf, of that Customer. This indemnity shall not extend to any liability arising from proven significant negligence or intentional misconduct of Consolidated. This indemnity shall remain in force with respect to all services requested by the Customer from time to time. In the event of litigation to which this indemnity applies, the Customer agrees to fund, during the course of such litigation, the full legal defence costs of Consolidated and/or its directors, officers, shareholders, employees, and agents. The Customer agrees to provide additional indemnities, bonds or assurances as may be required by Consolidated from time to time.

The Customer agrees to pay for all services performed and invoiced by Consolidated within 30 (thirty) days of the invoice date. The Customer agrees to pay to Consolidated interest on overdue amounts at the rate of 18% (eighteen percent) per annum, calculated annually, not in advance. The Customer grants a security interest in all of its present and after-acquired personal property to Consolidated to secure any or all amounts owed by the Customer to Consolidated. The Customer agrees to pay deposits or make other advance payments for civil enforcement services as may be requested by Consolidated.

**Customer (Legal Name of Company or Person):** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name (please print)**