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**1 Procedure**

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1. Complete the attached Order for Possession forms and submit by fax, email, courier or personal delivery to our offices.
2. Upon receipt in our offices, the file will be assigned to a Recovery Manager.
3. The Recovery Manager will review your documents and open a file. Should there be any concerns, the recovery manager will contact you to discuss.
4. Once the file has been opened and a bailiff assigned, you will receive a confirmation email with the bailiff's name and phone number. This is to be used in the event that you need to cancel the eviction or if you miss their phone call to you to arrange the eviction.
5. If you indicated in your instructions that you will be attending to change the locks, the bailiff will contact you and set up the date and time. You must have a working key, and all necessary tools and experience to effectively and efficiently change the locks while the bailiff is on site. If the bailiff is to arrange for the locksmith, the bailiff will contact you after the eviction has been enforced to arrange for delivery of the new keys.
6. 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.

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**2 Timing of Enforcement**

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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/or office as soon as possible. Files that are cancelled less than 2 hours prior to the bailiff's scheduled attendance will be subject to the full-service cost. Files cancelled more than 2 hours prior to the scheduled attendance will be subject to a file cancellation fee of \$78.75.

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**3 Documents Needed for Enforcement**

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We require the following documents to be included in your Order for Possession package:

- Filed Order for Possession (MUST be filed at COURT OF QUEEN'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 QUEEN'S BENCH OF ALBERTA)
- Notice of Default – only required if 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, you must file and serve your order on the tenant(s) before the conditions of the order come into effect. If your tenant(s) is required to make a payment by the 5<sup>th</sup> of the month, you must have filed and served your order on the tenant(s) prior to that day.**

**\*\* 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 3<sup>rd</sup> day. It must be 3 clear days.**

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**4 Retainer**

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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 VISA or MasterCard.

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**5 Service Costs**

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**Enforcing an Order for Possession in town (within Calgary, Red Deer or Edmonton city limits)**

- \$472.50 includes 2 hours of bailiff time and GST
- \$78.75/hour - Additional bailiff time over flat fee
- Locksmith is billed at cost, if required

**Enforcing an Order for Possession out of town (within Alberta and not listed as an "In Town" service)**

- \$535.50 includes 3 hours of bailiff time and GST
- \$78.75/hour - Additional bailiff time over flat fee
- \$0.84/km - Kilometers for out-of-town files
- Locksmith is billed at cost, if required

**\*\* Bailiff Time includes all time involved in the matter including review of the file, arrangements with client/locksmith, travel time to and from site, time on site and preparation of Bailiff's Report**

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**RTPS Division**

**Edmonton** – 4482 97 Street, Edmonton, AB T6E 5R9

**Calgary** – 300 107 Manning Road NE, Calgary, AB T2E 7M8

Email : [RTPS@ccebailiff.ca](mailto:RTPS@ccebailiff.ca)

Phone: 780 448-5833 Fax: 780 448-0698

Phone: 403 262-8800 Fax: 403 262-8801

- Edmonton** – 4482 97 Street Edmonton, AB T6E 5R9
- 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>Occupant Information</b></p> <p>Tenant Name(s): _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Enforcement Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Children: YES / NO                                      Pets: YES / NO</p> <p>Tenant’s Date of Birth: _____</p> <p>_____</p> <p>_____</p> <p><b>Additional Information for Bailiff:</b> Possibility of Violence / Firearms / Drugs / Police Related Issues:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Client Information</b></p> <p>Date: _____</p> <p>Client Reference (if applicable): _____</p> <p>Client Name: _____</p> <p>Client Phone #: _____</p> <p><b>Attachments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> File Retainer (In Town \$472.50 / Out of Town \$535.50)</li> <li><input type="checkbox"/> Filed copy of the Order for Possession or Order for Foreclosure.</li> <li><input type="checkbox"/> Filed copy of the Affidavit of Service of the Order for Possession or Order for Foreclosure.</li> <li><input type="checkbox"/> Copy of Served Notice of Default and Proof of Service (Applicable on all Conditional Orders).</li> <li><input type="checkbox"/> Name and contact information for the individual the tenant is to contact to obtain personal property left on the premises. <i>This information will be included on the warning notice posted to the door of the residence:</i></li> </ul> <p>_____</p> <p>_____</p>
<p><b>Order for Possession Instructions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enforce the Order For Possession without providing notice to the tenants</li> <li><input type="checkbox"/> Bailiff to obtain a locksmith and then deliver new keys to: _____</li> <li><input type="checkbox"/> <b>OR</b> Landlord/Agent will attend with bailiff to change the locks. Contact: _____</li> </ul> <hr/> <p><b>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 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. The personal property must generally be stored for one month before it can be sold.</b></p>	

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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:	

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