

## **Required Information for Request for Assistance and Removal of Party from Residence after Writ of Possession**

1. \_\_\_\_\_ **Copy of Writ** of Possession (or Restitution or Assistance)
  
2. \_\_\_\_\_ **Copy of Judgment:**
  
3. \_\_\_\_\_ Request for Assistance is made **AFTER** date and time specified in Writ
  
4. Party requesting assistance and taking possession is one of the following:
  - i. \_\_\_\_\_ **Property owner** (individual, LLC, partnership, etc.,)
  - ii. \_\_\_\_\_ **Agent or Attorney/Lawyer** for the Property Owner
  - iii. \_\_\_\_\_ **Licensed Property Manager** with active contract to manage property for the Property Owner (NOT a private process server)
  
5. \_\_\_\_\_ Requesting party has filed a **complaint** with Law Enforcement (dispatch) that former tenant(s) will not depart premises
  
6. \_\_\_\_\_ Requesting party can provide confirmation that former tenant(s) were given notice of writ refuses to leave (**proof of service or of posting of writ**)
  
7. \_\_\_\_\_ Requesting party can confirm **ability to enter premises:**
  - a. \_\_\_\_\_ Has working key for entry
  - b. \_\_\_\_\_ Has contracted a locksmith to aid entry:  
Locksmith: \_\_\_\_\_
  
8. \_\_\_\_\_ Requesting party is **prepared** to grant Law Enforcement entry to the property to address the individual(s) committing the trespass.