



OFFICE OF THE SHERIFF OF NSW

EVICTON BOOKING REQUEST

This form is necessary to initiate enforcement action on the following.

- *Warrant for Possession (NCAT)*
- *Writ of Possession*

Form
Enf-EBR001

Requirements to book an eviction

- A valid warrant or writ of possession issued from a court or tribunal.
- Applicable jurisdiction to enforce the warrant.
- Completed Eviction Booking Request form
- Payment of a fee (as applicable)

Eviction booking process

This form and evidence of fee payment (if paid) should be dispatched to the Civil Operations Unit by one of the following methods.

Emailed to

operations.enforcement@justice.nsw.gov.au

OR

Presented in person at the nearest Sheriff's Office

OR

Sent via registered / express post / courier to the following address:

**Civil Operations Unit
Parramatta District Court
(Sydney West Trial Courts)
6 George Street,
Parramatta.
NSW 2150.**

Timelines for booking

The completed form and fee should be available to the Civil Operations Unit as per the following timelines and as early as practicable.

- Warrant for Possession (NCAT) – At least 03 weeks (15 working days) prior to the expiry of the warrant*
- Writ of Possession – At least 10 weeks prior to the expiry of the warrant*

All effort is made to accommodate all eviction requests prior to the expiry date on the order; any delays in receipt of the requisite documentation and fee at the Civil Operations

Unit will subsequently delay enforcement action on the same.

Fee Payment

Parties seeking an eviction should pay the fee stipulated under the Civil Procedure Regulation 2017, Schedule 2 to enable scheduling the process towards enforcement. Receipt / evidence of fee paid (if paid) should be attached to this form.

Fee payments can be made via

- Cheque – addressed to the **Office of the Sheriff of NSW** and presented to the Civil Operations Unit in person or by post / courier.
- Credit Card – via phone when contacted by an agency representative or landlord.
- Cash – at the Local Court (invoice should be emailed with this form)

If payment has not been made and a call back arrangement is requested through this form; then an agency representative will then attempt contact by phone (on one occasion) on the number provided under section 2 herein to facilitate fee payment.

Information for Agent / Representative

Agents and/or representative must

- Organise a locksmith to attend at the date and time of the eviction
- Bring all available keys for the premises
- DO NOT enter the premises or engage with the evictee/s prior to Sheriff's Officers arriving and clearing the property
- Follow all advice / directions from the attending officers

- Advise the Civil Operations Unit via phone or email as soon as possible of any changes or concerns relating to the eviction or tenants / occupants
- Agents / representatives will receive a receipt of possession upon completion of the eviction process
- NCAT / court should be contacted for advice regarding property / goods left at and within the premises

Refunds / Cancellations

Fee paid towards an eviction process is **non-refundable** except where Sheriff's Officers are unable to carry out enforcement due to unforeseen circumstances such as the following:

- Property is destroyed / damaged by natural disaster or otherwise and therefore deemed unsafe for entry
- Demise (death) of the tenant
- Stayed by a court and only when the Civil Operations Unit is in receipt of the judicial order at least 48 hours (2 working day) prior to the scheduled eviction

Eviction Schedule

Upon receipt of the completed form signed on pages 2 and 5 and evidence of fee payment (receipt); the Civil Operations Unit will call/email the applicant to advise the eviction schedule. The applicant should ensure that their contact email and phone number is accurate where filled on the form.

Enquiries

Any enquiries towards the eviction booking process may be emailed to Civil Operations Unit at COU@justice.nsw.gov.au or queried at (02) 8688 4080.

Declaration

- I declare that the information provided on this form is true and accurate to the best of my knowledge.
- I agree to inform the Office of the Sheriff of any other information relating to this matter of which I am aware in the period between the submission of this form and the eviction.
- I agree that false or incomplete disclosure on this form may result in the postponement / cancellation of the eviction which may lead the expiry of the warrant. In such circumstances, the requestor may not be entitled to a refund of any costs / fees.

Applicant's Name

Applicant's Signature

Date

Note: The information collected on the form is required for purposes of enforcing civil law processes and towards enabling officer preparedness and public safety. The information is securely retained by the Office of Sheriff and is not be shared or disseminated to another agency / entity without due compliance with legislated processes.

Section 1: Warrant/Case Information

Warrant Type: NCAT - Warrant for Possession Writ of Possession

NCAT File No. WOP Court Case No.

Date Warrant Issued

Fee paid & receipt attached Yes No

Do you authorise the agency to contact you on the number/s provided under section 2 to collect a card payment towards the fee payable: Yes No

Section 2: Applicant Information

Who is requesting the eviction Landlord Real Estate Agent
 Solicitor Other (provide details):

Company Name/Applicant's Name

Contact Person Name (Landlord or Representatives Name)

Contact Person's Number

Agent's Email Address

Is the applicant attending the eviction Yes No

(If **NO** provide alternate contact who is attending the eviction)

Alternate Contact Person Name

Alternate Contact Person's Number

Alternate Contact Person's Email Address

Section 3: Property Information

Eviction Address

Nearest Cross Street

Nearest Police Station

Is there a possibility that the property is sub-leased:

Yes

No

Property Type

Residential

Commercial

Industrial

Building Type

Independent Dwelling

Granny Flat

Unit/Apartment

Townhouse

Shop

Warehouse

Share House

Other (provide details)

Is the property fenced

Yes

No

Is there a driveway to the property:

Yes

No

Section 4: Evictee Information

Are the occupants a

Business

Individual

Family

Total number of occupant/s

Number of children: <= 12 years of age

12 + years of age

Does any of the occupant/s have an impairment/s or disabilities (if YES, please provide details)

Does any of the occupants own a vehicle (if YES, please provide any known rego details)

Evictee's Name

Evictee's Phone & Email Contact

Evictee's Employment Details

Section 5: Risk

Any animals / pets at the premises: Yes No Don't know

Count & description of animals at the premises

Is the evictee known to the police Yes No Don't know

Any previous incident/s with neighbours or agents (if known provide details)

Any verbal or written threats made to agent / landlord or otherwise (if known provide details)

Any possibility of a weapons / improvised weapon being on the premises Yes No Don't know

Type of weapon or improvised weapon which may be present

- Firearm/s Knives Farming and Agricultural equipment Work Tools
 Shovels/Axe/Chainsaw Other (provide details) N/A

Any possibility of drugs or drug paraphernalia being on the premises Yes No Don't know

Any known / suspected affiliation with any criminal gang/s and/or members (if Yes provide details)

- Yes No Don't know

Any known friends or family who may attend on the day of eviction (if suspected, provide details)

Any water or other hazards on the premises Yes No

- Swimming Pool Dam Creek/River Pond / Lake
 Other (provide details)

Applicant's Name

Date

Applicant's Signature



Section 6: (Office Use Only)

Fee Received: Yes No

Phone Contact Attempted (1st) – By Date / Time

Phone Contact Attempted (2nd) – By Date / Time

Contact Successful Yes No

Eviction Schedule Day Date (dd/mm/yyyy) Time (hh:mm)

Booked On Booked By

Team/s or Centre Assigned _____

Forwarded to Ops. Sergeant for review Yes No

Agent / landlord advised of the eviction schedule Yes No

Section 7: (Office Use Only) Ops. Review

Has the risk assessment been carried out Yes No

Is an intel. assessment required Yes No

Is NSWPF attendance required Yes No

Is operational support required Yes No

Has the intel. assessment been carried out Yes N/A

Has NSWPF been contacted for attendance Yes N/A

Is operational support confirmed Yes N/A

Intel. received and conveyed to the team / centre Yes N/A

Risk mitigating strategies implemented Yes No

Operations & risk review completed Yes No

SOC advised Yes No

Reviewed On Reviewed By