



Office of the Sheriff of NSW EVICTION BOOKING REQUEST FORM

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

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

Form
Enf-EBR002

Requirements to Book an Eviction

- A valid warrant or writ 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 payment of fees should be dispatched to the Civil Operations Unit (COU) by one of the following methods.

Emailed to:

operations.enforcement@justice.nsw.gov.au

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 Enforcement of Order for Possession (NCAT) – No greater than 7 days after the warrant date of issue.*
- 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/or fee at the Civil Operations Unit will subsequently delay enforcement action and may result in the requirement for a further warrant or writ to be issued.

Fee Payment

Parties seeking an eviction must pay the fee as soon as possible as outlined under the Civil Procedure Regulation 2017, Schedule 2 to commence the scheduling and planning of enforcement action. Receipt/evidence of fee paid (if paid by a method other than directly to the COU) should be attached to this form.

Fee payments can be made via:

- Simple Payment Portal (SPP) – a link will be sent to your nominated email address to allow you to pay with your preferred debit/credit card.
- Credit Card – via phone to the COU when contacted by an agency representative or landlord.
- Cash – at the Local Court (invoice must be emailed with this form).
- Cheque – addressed to the Office of the Sheriff of NSW and presented to the Civil Operations Unit in person or by post/courier.

Information for Agent / Representative

Agents, landlords and/or representatives 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 occupants/tenants 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.
- Refer to Fair Trading NSW for further information relating to uncollected goods left at the premises.

- Refer to Local Council/Rangers for further information relating to animals left at the premises.
- Refer to Local Police to make a report relating to trespassing following the eviction.

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 days) prior to the scheduled eviction.

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.

I understand the above information provided regarding the evictions booking procedure.

I understand that the fee is non-refundable.

The information provided in this form is true and correct to the best of my knowledge.

Applicants Name

Applicants Signature

Enter Date



NSW
GOVERNMENT

Section 1: Warrant/Case Information

Warrant Type: NCAT Warrant Writ of Possession

NCAT File No. WOP Court Case No.

Date Warrant Issued

Fee paid & receipt attached Yes No

Section 2: Applicant Information

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

Applicant's Name/Company 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

Number of children 12 + years of age

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

What is the occupant/s date of birth?

Evictee's Phone & Email Contact

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)

Applicants Name

Applicants Signature

Date