



OFFICE OF THE SHERIFF OF NSW

EVICTON BOOKING REQUEST

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

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

Form
Enf-EBR001

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 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 Enforcement of Order for Possession (NCAT) – At least 14 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; an agency representative will then attempt contact by phone on the number provided under section 2 herein to organise a 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

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.

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



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

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):

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)

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

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

Applicant's Signature

Click or tap to enter a date.



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