

Eviction Process & Photo Requirements

Eviction Order Process & Guidelines

In eviction work orders, the contractor is typically responsible for securing the property, removing personal belongings, and cleaning out debris. In most cases, tenants or mortgagors may have already vacated the property prior to your arrival. If so, your focus will be on completing the remaining tasks listed in the work order.

Key Responsibilities Include:

- Evicting remaining occupants **in the presence of a Sheriff**
- **Changing locks** to secure the property
- **Relocating personal belongings** as directed
- **Removing debris** and trash from the property
- **Documenting the process** with required photos

Eviction Procedures May Vary by Local Code:

The exact process may differ based on local regulations or client-specific guidelines. You may be instructed to do any of the following:

- 1. Relocate all personal items** to the curb, garage, or shed.
- 2. Separate valuable items** to remain at the property; move non-valuable items to storage.
- 3. Move all items** to a storage facility for safekeeping.
- 4. Store valuable items** at a facility and **dispose of the rest** as debris.
- 5. Dispose of all items** as debris to a dump site if permitted.

Important! Always Follow Work Order Instructions:

You must read and follow the specific instructions provided in each work order. These instructions are based on local eviction laws and client guidelines. Failure to comply may result in liability, payment delays, or work rejection.

Pre-Eviction Inspection: You are required to visit the property within 72 hours prior to the scheduled eviction to determine whether it has been vacated and to assess the presence and condition of any personal belongings.

Confirm Sheriff's Appointment – Instructions:

Eviction procedures may vary based on the county or client instructions. Please follow the appropriate scenario below, as indicated in the PPW work order:

Scenario 1: No Confirmation Required – Arrival Only.

In some cases, **you are not required to contact the Sheriff.** You must simply **arrive on-site at least 15 minutes prior to the Sheriff's scheduled arrival time.** This will be clearly noted in the PPW work order instructions.

Scenario 2: Confirmation Required by Vendor

The Sheriff will be scheduled by our client. **You must contact the Sheriff at least 48 hours prior to the scheduled eviction** to confirm the appointment. Sheriff contact details will be provided in the PPW work order.

- If the Sheriff refuses to confirm or attend, notify us immediately.
- If the Sheriff does not arrive at the scheduled time, **call from the site** for further instructions before proceeding.
- **Take and upload clear photos of the Eviction Form signed by the Sheriff.**
- If the Sheriff refuses to sign, **upload a photo of the blank form** and add a job note stating that the Sheriff declined to sign.

Scenario 3: Vendor Must Schedule the Sheriff Appointment

In some jurisdictions, **you may be required to schedule the eviction directly with the Sheriff's office.** If this is the case, instructions and contact information will be provided in the PPW work order.

- **Call the Sheriff's office to schedule the appointment** as early as possible to ensure availability.
- **Document the appointment details**, including the date, time, and name of the person you spoke with.
- Proceed with the eviction as scheduled, and follow all documentation/photo requirements listed in Scenario 2.

Storage Facility Scheduling: Arrange an appointment with a storage facility close to the property for the scheduled eviction date. You must provide a valid payment receipt from the storage facility as documentation.

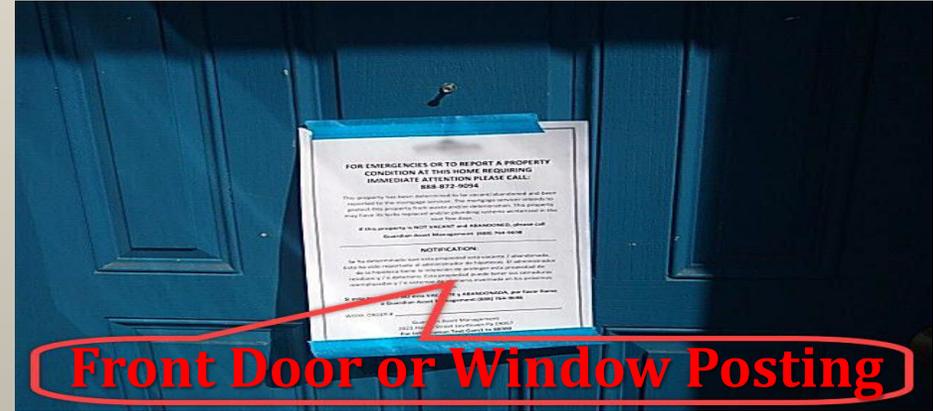
Field Crew Requirements: Hire a minimum of 4–5 field crew members, depending on the volume of personal property, which should be assessed during the pre-eviction inspection. The goal is to complete the eviction process within 1–2 hours. All crew members will be compensated based on man-hours worked. To verify this, you must submit a group photo of all crew members standing in front of the property. Payment will not be processed without photo evidence.

Miscellaneous Trash Removal: If there is debris on the property that does not qualify as personal property, you may remove it with the Sheriff's permission. You must call from the site to obtain approval before removing debris. Debris removal may be invoiced based on CYDS (cubic yards), and proper documentation is required.

Securing the Property: Remove existing locks from the primary or secondary door, as specified in the work order instructions, and replace them with new locks. Ensure that all replacements adhere to the key code provided. Install a lockbox, place the new keys inside, and secure the property using the assigned lockbox code after the eviction is complete.

Address Verification Photos

Provide address verification photos, including the street sign, house number, full front view of the house, and any door or window postings.



Sheriff's Presence & Eviction Form – Photos

Provide 4–5 clear photos of the Sheriff and their vehicle at the property, along with 2–3 clear photos of the signed Eviction Form as proof of supervision.



EVICTON CONFIRMATION WITH SHERIFF/MARSHALL
 EVICTION DATE/TIME CONFIRMED WITH: _____ AT SHERIFF'S OFFICE

DATE/TIME OF CONTACT: _____ NUMBER MEN REQ'D: _____

EVICTON RESULTS AND COMPLETION INFORMATION
 Officer name: D/S J. Wilberger Badge #: 9399
 Sheriff's Office of: Wass County
 Arrived at: Time: 0945 Date: 5/12/22
 Property was found: OCCUPIED or VACANT
 Occupants Names: _____
 Number of units: 1 Number of rooms: _____

* Personal property on site: YES or NO
 Description of personal property: _____

Deputy directed personal property to: _____
 if to curb to be removed after _____ hours.

* Deputy directed debris to: _____

* INTERIOR DEBRIS REMOVED: Y / N DESCR: _____

* EXTERIOR DEBRIS REMOVED: Y / N DESCR: _____

* BOARDED: (BROKEN OPENINGS ONLY)
 WINDOWS QTY: _____ SIZE: _____ FLOOR: _____
 QTY: _____ SIZE: _____ FLOOR: _____
 QTY: _____ SIZE: _____ FLOOR: _____

DOORS: _____ FRONT/BACK WHY BOARDING NEEDED: _____

* POOL: SIZE _____ X _____ COVERED: Y / N DRAINED: Y / N

* GRASS CUT, HEIGHT OF GRASS: _____ LOT SIZE: _____

* WINTERIZED: DRY SYSTEM: _____ WET SYSTEM: _____ RADIANT SYSTEM _____

* OTHER: _____

THE PRESERVATION WORK LISTED ABOVE WAS COMPLETED IN CONJUNCTION WITH EVICTION PROCEEDINGS AND AT THE DIRECTION OF THE LAW OFFICER LISTED BELOW, WHO ASSUMES NO FINANCIAL RESPONSIBILITY FOR ANY EXPENSES INCURRED.

D/S J. Wilberger SHERIFF/DEPUTY/MARSHALL NAME
2399 SHERIFF/DEPUTY/MARSHALL SIGNATURE
 DATE: _____

Raid Work CONTRACTOR NAME
[Signature] CONTRACTOR SIGNATURE
 DATE: _____ Start Time _____ Stop Time _____

Storage Facility Truck & Payment Receipt Photos

Provide 4–5 clear photos of the storage facility truck parked in front of the property as proof of presence, along with 2–3 clear photos of the payment receipt.



PHONE NUMBER 2848 ALL BILLS DUE
ON PRESENTATION

SIMSON GARAGE
2600-14 SEVENTH AVE. 150TH TO 151ST STS.
NEW YORK, N. Y. *Sept. 30, 1982*

M *Mr. Joe Ross*

STORAGE for the month of <i>October</i>	25.00
5 Cdn. Cans 18 20¢	3.60
Cdn. Cans 18	
1 Oil Can 18 20¢	3.60
<i>Sept 28 1 Bottle Distilled Water</i>	2.00
<i>Battery changed in August</i>	1.00
<i>Total</i>	37.80
	27.91

PAID
10/1/82

This receipt is void unless countersigned by the customer. The receipt is the property of the company and will be returned to the customer if not returned to the company.

Field Crews Photos

Provide 2–3 clear group photos of all crew members, including yourself, standing in front of the house. These are essential for calculating total man-hours and ensuring accurate payment.



Personal Property Moving – Before Photos

Take photos of every room from all four angles to ensure complete visual documentation. Capture as many photos as necessary, with a minimum of 80–120 clear before photos required in total.



Personal Property Moving – During Photos

Take clear during photos showing your crew actively moving personal property. A minimum of 30–50 during photos must be provided to document the eviction process.



Personal Property Moving – After Photos

Take clear photos of every room from all four sides to confirm that all personal items have been removed. Capture as many photos as needed, with at least 80-120 after photos required in total.



Trash Out – Before Photos

Remove debris only if instructed. Take clear photos of each room from all four angles, with at least 80–120 before photos in total for full documentation.



Trash Out – During Photos

Take clear during photos showing your crew actively removing personal property. A minimum of 30–50 during photos must be provided to document the eviction process.



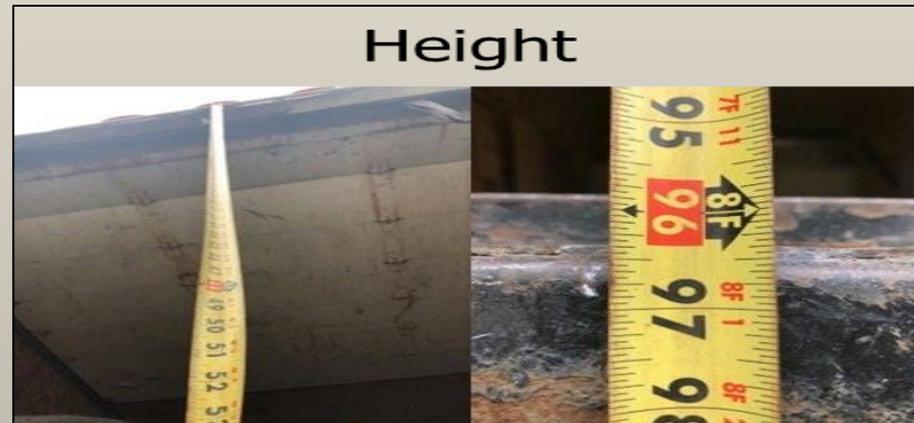
Trash Out – After Photos

Take clear photos of every room from all four sides to confirm that all debris have been removed. Capture as many photos as needed, with at least 80-120 after photos required in total.



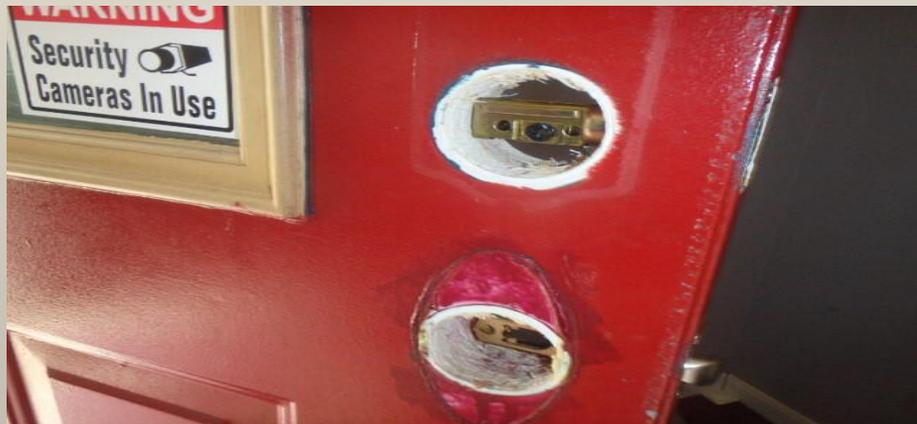
Truck or Van or Trailer Tape Measurement Photos

You must provide tape measurement photos of the trailer to accurately document the volume of debris removed. Without these photos, it may be difficult for both of us to secure proper payment.



Securing – Lock Change - Before, During & After Photos

You must provide 12–15 photos total (before, during, and after) of the lock change, following the given key code. Refer to PPW instructions for key code guidelines.



Securing – Lock Box - Before, During & After Photos

Provide 12–15 total photos (before, during, and after) of the lockbox installation and property securing, using the given lockbox code. Refer to PPW instructions for the code.



Exterior Property Condition Photos

Provide 15–20 full exterior photos of the property as evidence that all personal items have been removed from the outside.



Must call from the property for on-site approval or any query

Thank You