



TEHAMA COUNTY SHERIFF'S OFFICE

Dave Hencratt, Sheriff-Coroner

Mailing Address: P.O. Box 729, Red Bluff, CA 96080

Main Office: 22840 Antelope Blvd., Red Bluff, CA 96080 (530) 529-7940 / (530) 529-7933 FAX
Jail/Dispatch: 502 Oak St., Red Bluff, CA 96080 (530) 529-7900 / (530) 528-7614 FAX

EVICTIION/LOCKOUT Writ of Possession – Real Property

INSTRUCTIONS TO THE SHERIFF OF TEHAMA COUNTY

The Sheriff must have written, signed, instructions by the attorney for the Judgment Creditor, OR plaintiff if he/she has no attorney in accordance with CCP 262 AND CCP 687.010

****FAILURE TO FILL OUT THIS FORM COMPLETELY COULD RESULT IN A DELAY IN PROCESSING THIS REQUEST.**** Writs of Execution for the Possession of Real Property (Eviction/Lockout) are processed in the order in which received.

Judgment Creditor _____
Judgment Debtor (s) _____
Attorney _____
Court Case Number _____

REQUEST TO RESTORE POSSESSION OF REAL PROPERTY

Please enforce the writ by removing the tenants from the premises described below in the manner prescribed by law and by placing the Judgment Creditor or his/her agent in lawful possession. (The enforcement of a Writ of Execution for the Possession of Real Property is governed by Section 715.020 of the California Code of Civil Procedure).

1. Premises-Address _____
Include apartment number, unit designation, and ****gate code number****
2. List the names of the Judgement Debtors (People you are evicting) include date of birth or approximate age:

3. Include Judgment Debtor's last known address (if different than shown on the writ) and/or mailing address:

4. Is the residence a house, apartment, RV, trailer, garage, bedroom, etc.?

5. Are the tenants/occupants/visitors involved with drugs or gangs? (Explain):

6. Have threats been made regarding the eviction? Are there firearms, knives, weapons in the residence that you are aware of?

7. Are there any dogs or other animals on the property? (Explain):

8. Are there elderly tenants on the property? (circle one) YES NO

9. Are there bedridden tenants on the property? (circle one) YES NO

10. Are there any adults with special needs on the property? (circle one) YES NO

11. Are there any children with special needs on the property? (circle one) YES NO

12. Are there any children on the property? (circle one) YES NO

13. For the purpose of scheduling the eviction, the Judgment Creditor/Agent may be contacted at the following telephone number: _____

14. If there is an Agent (Name): _____

15. Is the eviction resulting from a foreclosure sale of a rental housing unit?
(circle one) YES NO

16. Is this eviction a result of a reverse mortgage?

NOTE: Pursuant to California Code of Civil Procedure Section 415.46, a tenant of a property that is the subject of a foreclosure action may have additional remedies in eviction proceedings. Falsely misrepresenting whether this eviction is resulting from foreclosure may subject you to civil and/or criminal liability for fraud.

Print name of Attorney/Judgment Creditor:

Signature of Attorney/ Judgment Creditor:

Date: _____

Address of Attorney/Judgment Creditor

Telephone Number: _____ Cell phone: _____

Email: _____ Fax: _____

Note: If the occupants vacate the premises prior to the eviction and you wish to cancel the formal lockout procedure, we will accept cancellations by fax. Refund for eviction cancellation is \$20.00 if already posted. Cancellations by telephone will require subsequent written/signed instructions to cancel. By doing so, additional time slots become available that will be used to expedite pending work.

ATTORNEY/JUDGMENT CREDITOR/AGENT INSTRUCTIONS

The property and individual unit(s) must be clearly marked with property address and unit numbers/letters.

The Judgment Creditor or his/her agent must be present at the address for the eviction. Promptly arrive at the scheduled eviction time.

Provide keys or a means of entry through a normal entry door to the dwelling. If using a locksmith, insure they arrive at the scheduled eviction time. Deputies will not enter through a window nor allow you to enter through a window at the start of the eviction. Deputies will not wait for an owner to drill out a lock or change locks if the owner is not proficient at the activity.

If the property requires a gate code or access card, it must be provided at the time of the eviction. Failure to do so may result in a delay or non-service of the eviction.

Do not enter the property or make contact with anyone on the property before the deputies arrive. You should park several dwellings away from the eviction property. When the deputies arrive, you must make your presence known to the deputies.

Pursuant to CCP 715.010 (b) (3) and 715.030, all personal property left on the premises will be turned over to the Judgment Creditor/Agent/Landlord. The landlord will be responsible for the safe keeping of tenant's property for fifteen (15) days from the eviction. The landlord may charge a reasonable fee for removal and storage of the property. However, upon demand of the tenant, the landlord must return the tenant's property if the tenant pays all costs incurred by the property owner for storage and maintenance. If the costs are not paid by the tenant and the tenant does not take possession of the property left behind before the end of the fifteen (15) day period, the landlord may either sell the property at public sale and keep the proceeds of the sale for the costs of storage and of the sale (Section 1988 CA Civil Code), or if the property is valued at less than \$700.00, the landlord may dispose of the property or retain it for his/her own use (CCP 1174).

Tehama County Sheriff's Office Civil Department
(530) 529-7930