

OTTAWA COUNTY SHERIFF'S OFFICE

Writ of Possession / Move Out Guidelines

PRIOR TO THE MOVE OUT:

- 1) A move out will be scheduled by the Ottawa County Sheriff's Office Civil Division.
- 2) The name and phone number of the Plaintiff's moving company and moving company representative will be provided to the Sheriff's Office by the attorney's office representing the Plaintiff or the 3rd party buyer.
- 3) The Plaintiff's representative will contact the Civil Deputy twenty-four (24) hours prior to move out.
- 4) A signed rules sheet from the Plaintiff's rep/mover or 3rd party buyer will need to be completed to verify they have received the rules.
- 5) NO signs are to be posted by the Plaintiff's representative or 3rd party buyer during the service of the court issued Writ of Possession and/or prior to the move out being completed.

ON SITE ON SCHEDULED DATE & TIME OF MOVE OUT:

- 1) Plaintiff's rep/mover or 3rd party buyer is present.
- 2) A locksmith to allow access AND to secure property upon completion.
- 3) Four (4) laborers (more maybe required, deputy will determine).
- 4) A large professional enclosed and clean moving truck ****NO pickup trucks, open trailers or open bed trucks are to be used for moving property****
- 5) Appliance moving dolly.
- 6) Tools (These maybe needed to disassemble items).
- 7) Boxes and supplies for a whole house move.
- 8) Materials that would be needed to secure a home in the event this needs to be done.

AT THE CONCLUSION OF THE MOVE OUT:

- 1) Personal property will be moved to a storage unit located in Ottawa County nearest to the foreclosed real property.
- 2) NO property will be stored at the foreclosed home.
- 3) All trash will be stored inside the home and/or hauled away. NO trash will be left outside or on the curb.
- 4) The grass will be cut (excessive amount of grass clippings will be picked up and hauled away).

*****Personal property will be held in a storage facility for THIRTY DAYS (30) and placed in the owner's name. The Plaintiff or the 3rd party buyer WILL BE RESPONSIBLE FOR ALL MOVING AND STORAGE EXPENSES *****

For questions, contact the Ottawa County Sheriff's Office Civil Division at 419-734-6824 or by email at www.civil@ottawacountysheriff.org

THE WRIT OF POSSESSION MAY BE RETURNED AS A FAILURE OF SERVICE IF ANY CONDITIONS ARE NOT MET.

Plaintiff's rep/mover: _____ Date: _____

3rd Party buyer: _____ Date: _____