



LETTER OF INSTRUCTION
Court Order to Vacate

TO: WESTERN CIVIL ENFORCEMENT AGENCY
Unit 126, 1111 – 6th Ave S.W.
CALGARY T2P 5M5

PHONE: 403-236-2566
FAX: 403-236-2275
western@civilenforcement.com

Name of Tenant(s) _____

Tenants Address _____

Tenants Phone/Cell# _____

Please enclose copies of the required documents listed below and any other relevant Info:

Order to Vacate Affidavit of Service Copy of Notice

Allow Tenant _____ HRS to Vacate and remove belongings (standard 48hrs)

Landlord to change locks: Yes No

No Locksmith required: Yes No

Pets: Yes No Type _____

Special Instructions/Comments _____

****Instructing party is responsible to pay fees and/or any disbursements invoices by Western Civil Enforcement Agency Inc. The instructing party also acknowledged the responsibility for any storage and/or removal costs pursuant to instruction to remove property ****

I / We the undersigned hereby indemnify Western Civil Enforcement Agency Inc. and its agents and employees in respect to its fees, charges, expenses and any claims for damages whatsoever that may be incurred by them with regards to their execution of this mandate on my/our behalf or anything completed in relation thereto. All information shall be treated as privileged and confidential and will not be released to any other party without prior written authorization by the client or authorized representative.

Instructing Client/Company Name _____

Address _____

Phone: _____ Fax: _____ Email: _____

Credit Information:

Card Name: _____

Expiration: _____

Card Number: _____

CVV Code: _____

Client Signature

Date