

WRIT OF RESTITUTION (EVICTION)

You have submitted your Writ of Restitution with the Door County Sheriff's Department, Now What?

- We will attempt to serve the tenants personally
- If after 3 attempts, personal service has not been made, a 72 hour notice will be posted on the door
- You will be contacted when the personal service/notice posting has been made and when the 72 hours will expire

Once your tenant has either been personally served or the 72 hour notice has been posted, your tenant has 72 hours to vacate the property. The counting of the 72 hours does not include holidays or weekends. After the 72 hours have expired, you will need to check the property to see if the tenants have vacated. Please contact the Sheriff's Department at (920) 746-2415 to indicate if your tenant has vacated or if you need further assistance from us.

It is Your Responsibility to Contact the Sheriff's Department

If your tenant has not vacated from the property after the 72 hours and you need further assistance from the Sheriff's Department, you will need to contact us. Your options include:

Move Out: The Landlord contacts a bonded mover and storage facility. Once you have confirmed a date with the bonded mover, you will need to call back to the Sheriff's Department to inform us of the date.

Lock Out: The Landlord will need to obtain a \$20,000* bond of indemnity. The Sheriff's deputies will meet the landlord at the property on a scheduled date. The property can be opened and the locks can be changed at that time. The landlord is strongly encouraged to take pictures and a physical inventory must be done.

Self-Move: The Landlord will need to obtain a \$20,000* bond of indemnity and a storage facility. The Sheriff's deputies will meet the landlord at the property on a scheduled date. The property can be opened and the locks can be changed at that time. It is strongly encouraged to take pictures and a physical inventory must be done.

Prior to the Writ of Execution being executed, you must notify the Sheriff's Department of the following:

- Where the tenant's property will be stored. Tenants' property must be stored for no less than 30 days.
- Name and phone number of individual the defendant may contact to obtain their property.
- The amount of storage fees to have the property released. Storage fees must be competitive and comparative to locate storage companies.
- The Landlord must obtain a \$20,000* Bond of Indemnity. This is required for Locks Outs and Self-Moves. The bond must be on file with the Sheriff's Department at least one day prior to the scheduled execution.

PLEASE NOTE:

- Landlords cannot enter the property until the Writ is executed, not just served.
- Landlords cannot change the locks until the Writ is executed. Please have a locksmith present at the time of your scheduled execution.
- Landlords cannot hold the tenants' property for the entire amount owed (ie: back rent, late fees, filing fees, moving costs, service fees); the tenant only has to pay for the storage to get the keys to the storage unit. The landlord has to file for other costs in court.

* A larger bond may be required at the discretion of the Sheriff.

09/15/2011