



# NORFOLK SHERIFF'S OFFICE

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# EVICITION REQUEST FORM

Please fill out and submit this form along with your original Execution for Possession and 300.00 retainer payment (bank check or money order). Residential Evictions require 48 hour notice be served to the defendant before an eviction can begin. You will be contacted by a Deputy Sheriff when your eviction has been scheduled.

## PLAINTIFF INFORMATION

Name \_\_\_\_\_  
Street \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell: \_\_\_\_\_  
Email \_\_\_\_\_

## DEFENDANT(S) INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Reason for Eviction** \_\_\_\_\_

## EVICITION INFORMATION | Address of Property

Street \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_  
Number of Occupants \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Length of Tenancy \_\_\_\_\_

## Moving and Storage Company\*

Company Name \_\_\_\_\_  
Street \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

## Asset Check

If an execution on money judgment has been issued the Norfolk Sheriff's Office can conduct an asset check as a courtesy to help you determine what options may be available to you. Please indicate below whether you would like an asset check to be conducted

NOTES:

\* You are responsible for hiring a moving and storage company which meets the statutory criteria for evictions. A list published by the Executive Office of Public Safety and Security is available online. The company must be on the list and the tenant's property must be warehoused within a reasonable distance from the property where the eviction is to occur. If you have any questions regarding choosing a mover please contact our office. Once you have chosen and retained a mover we will coordinate with the move for the eviction.

**PLEASE MAIL THIS FORM ALONG WITH YOUR ORIGINAL EXECUTION FOR POSSESSION AND \$300.00 RETAINER PAYMENT TO P.O. BOX 699245 QUINCY, MA 02269. ALTERNATIVELY YOU MAY DROP OFF THE SERVICE AT OUR OFFICE AT 181 PARKINGWAY QUINCY MA. FOR QUESTIONS OR IF THIS IS AN URGENT SERVICE PLEASE CALL 781-326-1787**