



NSW Sheriff's Office

Eviction Booking Request

Version:	Enf-EBR003
Applicable case type:	Warrant for Possession (Warrant), issued by NCAT or Writ of Possession (WOP), issued by Supreme Court of NSW
NSW Sheriff's Office Contact:	Enforcement Operations Centre (EOC) (E) eoc@justice.nsw.gov.au or (T) 8688 4080

EVICITION BOOKING PROCESS

- ☐ **This form must be completed and emailed to the EOC as soon as possible via eoc@justice.nsw.gov.au.**
- ☐ Payment of the eviction must be made as soon as possible to the EOC via the Simple Payment Portal (SPP).
- ☐ A secure payment link will be sent to your nominated email address once this form has been received.
- ☐ **An email will be sent to your nominated email address confirming the scheduled date and time of the eviction.**

INFORMATION FOR AGENT, LANDLORD OR REPRESENTATIVE

- ☐ The completed form and fees should be made available to the EOC as soon as possible. Any delay in submitting this form or payment of fees may result in the requirement for a further warrant or writ to be issued.
- ☐ Agents, landlords and/or representatives must:
 - Organise a locksmith to attend at the date and time of the eviction
 - Bring all available keys for the premises
 - DO NOT enter the premises or engage with the occupants/tenants prior to Sheriff's Officers arriving and clearing the property
 - Advise the EOC via phone or email as soon as possible of any changes or concerns relating to the eviction or occupants/tenants
 - Receive a receipt of possession upon completion of the eviction process
 - Refer to Fair Trading NSW for further information relating to uncollected goods left at the premises
 - Refer to Council Rangers relating to animals left at the premises
- ☐ **Refer to NSW Police in relation to any Trespassing enquiries following the eviction.**

Please provide the following information (* denote a mandatory field)

APPLICANT INFORMATION	
Court Case Number or NCAT File Number: *	/
Date writ/warrant issued: *	/ /20
Name: *	
Phone number: *	
Email address: *	
Name of person attending eviction: *	
Mobile phone number of person attending eviction: *	
Date of last visit to property by Agent, Landlord or Representative: *	/ /20

**OFFICIAL
SENSITIVE – PERSONAL**



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Please provide the following information (* denote a mandatory field)

PROPERTY & OCCUPANT INFORMATION	
Eviction address: *	
Total number of occupants: *	Adults Children
Occupant/s name: *	
Occupant/s date of birth (DoB): *	/ /
Occupant/s contact number:	
Additional occupant/s details (Name and DoB): *	
Are you aware if the property has already been vacated by the Occupant/s?	Date possibly vacated / /

RISK	
Does the Occupant/s have any known impairments or disabilities?	
Has the Occupant/s been involved in any incidents with neighbours or Agents or made any threats?	
Are you aware if the Occupant/s have had any interactions with or are known to NSW Police?	
Is there a possibility of any weapons being present at the premises?	
Is there any possibility of drug use or paraphernalia at the premises?	
Is there any known affiliation with any criminal gangs?	
Are there any other persons that may be present on the day of the eviction?	
Are there any animals at the premises which may pose a risk?	
Are there any other possible hazards or risks at the property?	

DISCLAIMER	
By signing this document, you agree that: ☐ You understand the above information provided regarding the evictions booking procedure. ☐ You understand that the fee paid is non-refundable unless in exceptional circumstances and must be applied for. ☐ The information provided in this form is true and correct to the best of your knowledge.	
Applicant name:	
Signature:	
Date:	/ /20

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