

Sheriff's Office use/Control No. \_\_\_\_\_

**SUFFOLK COUNTY  
SHERIFF'S DEPARTMENT  
CIVIL PROCESS DIVISION**

132 PORTLAND STREET

Boston, MA 02114

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**RESIDENTIAL AND COMMERCIAL  
EVICTION**

**SERVICE REQUEST & INFORMATION PACKET**

**ALL PAGES MUST BE COMPLETED AND RETURNED BEFORE SERVICE**

( ) Residential Eviction

( ) Commercial Eviction

Case Name: \_\_\_\_\_ VS \_\_\_\_\_

Court: \_\_\_\_\_ Docket No. \_\_\_\_\_

Subject Premise: \_\_\_\_\_

Person Requesting Service: \_\_\_\_\_

Are you the ( ) Owner/Landlord ( ) Agent of Landlord ( ) Attorney

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Owner/ Agent of premises if not you: \_\_\_\_\_

Phone: \_\_\_\_\_

Is there an Active R/O or Abuse Prevention Order between parties? \_\_\_\_\_

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## RESIDENTIAL / COMMERCIAL EVICTION INFORMATION SHEET

### ABOUT OUR SERVICE

The Suffolk County Sheriff's Department performs evictions within Suffolk County to include all part of BOSTON, REVERE, and WINTHROP AND CHELSEA.

The role of the Sheriff's Department in an eviction is to serve the courts order to enter and take possession of the premise, keep the peace and return said premise to the plaintiff in a secure manner.

### SCHEDULING AN EVICTION

To schedule a physical eviction with this office you must submit this packet completed, the original Execution for Possessions and payment in accordance with this fee agreement to this office. We do not accept personal checks. Cash, Money order and Bank Checks are acceptable and should be made payable to the Suffolk Deputy Sheriff's.

### WHAT YOU WILL NEED

When completing this packet, you MUST have selected a MOVING/STORAGE COMPANY REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY AND LOCKSMITH OR PERSON ABLE TO CHANGE LOCKS.

Information for these companies/persons must be filled in on the next page. You can find registered Moving/Storage companies on the Mass Dept. of Public safety website.

### 48 HOUR NOTICE

Residential evictions require a minimum of at least 48 hour notice to be given to the defendant(s)/tenant(s). This office will draft and serve said notice once we have received all appropriate information and scheduled a mutually agreeable eviction date. Saturdays, Sunday and Holidays cannot be counted towards the time given in said notice.

Commercial evictions do NOT require notice be given however may be given at the request of the Plaintiff/Attorney.

### WHO MUST BE PRESENT ON THE DAY OF EVICTION

On the day of eviction, the Plaintiff or Authorized Representative, the Locksmith and Moving Company MUST BE ON THE SITE AT 9:30AM. If the Moving Company is cancelled for whatever reason you must notify this office immediately.

### ENTERING THE PREMISE

No person shall enter the premise until 9:30am. Upon entering, the Deputy Sheriffs Shall enters before anyone to ensure a safe environment. After the Deputy Sheriffs have deemed the premise safe, entry will be permitted.

I have read and understand this information. Initials\_\_\_\_\_

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## RESIDENTIAL / COMMERCIAL EVICTION INFORMATION SHEET

(Continue)

### THE TENANT(S) AND BELONGINGS

If you have prior knowledge that the tenant(s) will not be on the day of eviction,

You should attempt to:

- Get in writing, a release from the tenant deeming anything left in the premise as trash to discard if items are unwanted.
- get a valid phone number and new address for the tenant.

If the tenant is not present there is release deeming items as trash then any items left in the premise must be taken to the warehouse unless clearly rubbish.

If the tenant is present the same release should be signed for items left after the eviction.

In most cases, tenants may be allowed to stay during the eviction to assist in determining items to be taken. Reasons that the tenants may not be allowed to stay during the eviction are:

- The Plaintiff does not wish to be present
- The Tenants is uncooperative
- The Tenants is under the influence of alcohol or drugs
- The Deputy Sheriffs feel that the tenant staying may pose a threat to the safety of any person.

### AFTER THE EVICTION

Once the moving Company has finished, the Plaintiff and Deputy Sheriffs will perform a walk-through of the premises. If satisfactory to the Plaintiff and the locks have been changed. Possession of the premises will be returned to the Plaintiff. POSSESSION CANNOT BE RETURNED TO THE PLAINTIFF (SHERIFF MAY NOT LEAVE) UNTIL LOCKS ARE CHANGED AND PREMISES IS DEEMED SECURED.

### THINGS TO CONSIDER

- It may not be a good idea to cancel a moving company unless you are 100% sure that there is nothing left in the premises to be moved. If there is an item that cannot be deemed as trash, it may cost additional moving fees to have the moves come after canceling.
- Make sure you contact a reputable locksmith or knowledgeable person able to change the locks. Many cases are prolonged due to inexperienced or unprepared locksmith and may result in additional fees.

I have read and understand this information. Initials \_\_\_\_\_

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## FEE AGREEMENT

The basic fee for a Physical Eviction is \$420.00 this fee is required before service of the 48 hour notice.

The \$420.00 Fee is non-refundable after service of the 48 hour notice.

The basic fee of \$420.00 will include the 48 hour Notice and two Deputy Sheriff's for four hours

Beginning at 9:30am after four hours you will be billed \$40 per hour per Deputy.

\*Commercial Eviction does NOT require notice to be given however may be given at the request of the Plaintiff/Attorney.

Locksmith and Moving Company fees are separate and are not included in Sheriff's Fees.

Questions regarding those fees should be directed to the individual companies.

I have read and understand the fee agreement:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

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**MOVING COMPANY**

Moving company you have scheduled: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

**LOCKSMITH/PERSON CHANGING LOCKS**

Locksmith/Person you have scheduled: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**RESIDENTIAL AND COMMERCIAL EVICTION CONTACT**

**YOU MAY CONTACT ONE OF THE FOLLOWING WITH ANY QUESTIONS  
REGARDING EVICTION MATTERS.**

**Terrance Williams**  
**Lead Enforcement Deputy Sheriff**  
**Tel: 617-594-1756**  
**[twilliams@scsdma.org](mailto:twilliams@scsdma.org)**

**Mario Tavares**  
**Assistant Lead Enforcement Deputy Sheriff**  
**Tel: 781-470-4453**  
**[mtavares@scsdma.org](mailto:mtavares@scsdma.org)**

**Stephen Johnson**  
**Assistant Chief Deputy Sheriff**  
**Tel: 617-704-6994**  
**[sjohnson@scsdma.org](mailto:sjohnson@scsdma.org)**

**Kenneth Pires**  
**Chief Deputy Sheriff**  
**Tel: 617-704-6990**  
**[kpires@scsdma.org](mailto:kpires@scsdma.org)**