

**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? \_\_\_\_\_

## **RESIDENTIAL/ COMMERCIAL EVICTION INFORMATION SHEET**

### **ABOUT OUR SERVICE**

The Suffolk County Sheriff's Department performs evictions within Suffolk County to include all parts of BOSTON, REVERE, 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 Possession and payment in accordance with the fee agreement to this office. We do not accept personal checks. Cash, money orders and bank checks are accepted and should be made payable to the Suffolk County Deputy Sheriffs.

### **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 hours 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, Sundays 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 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 enter 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 \_\_\_\_\_

**RESIDENTIAL/ COMMERCIAL EVICTION INFORMATION SHEET  
(CONTINUED)**

**THE TENANT(S) AND BELONGINGS**

If you have prior knowledge that the tenant(s) will not be on site 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 be discarded if items are unwanted.
- Get a valid phone number and new address for the tenant

If the tenant is not present and there is no 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 them to be present
- The Tenant is uncooperative
- The Tenant 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.

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**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 premise to be moved. If there is items that cannot be deemed as trash, it may cost additional moving fees to have the movers 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 Locksmiths and may result in additional fees.

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

**FEE AGREEMENT**

The basic fee for a physical eviction is \$300. This fee is required before service of the 48 hour notice. The fee for service of the 48 hour notice is not included in this fee and will be billed in accordance with Mass. statutes pertaining to service of process.

The \$300 fee is non refundable after service of the 48 hour notice.

The basic fee of \$300 will include two Deputy Sheriff's for four hours beginning at 9:30am. After four hours you will be billed \$40 per hour per Deputy.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**MOVING COMPANY**

Moving Company you have scheduled: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

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

**LOCKSMITH/ PERSON CHANGING LOCKS**

Locksmith you have scheduled: \_\_\_\_\_

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

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

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

**BE SURE TO SCHEDULE BOTH COMPANIES FOR 9:30AM ON THE DAY OF  
THE EVICTION.**

## **Enforcement Unit Contacts**

**You may contact either of the below with questions, concerns or information regarding  
Enforcement Unit matters.**

**Noelle Ruocco**  
**Assistant Chief Deputy Sheriff**  
Office: (617) 704-6992

**Stephen D'Amato**  
**Enforcement Unit Deputy Sheriff**  
Direct/ Cell: 617) 938-0133