



**LETTER OF INSTRUCTION
LANDLORD'S DISTRESS**

TO: WESTERN CIVIL ENFORCEMENT AGENCY
Unit 126, 1111 – 6th Ave S.W.
CALGARY T2P 5M5

PHONE: 403-236-2566
FAX: 403-236-2275
western@civilenforcement.com

Name of Landlord(s) _____

Name of Debtor(s) _____

Debtor's Address _____

Amount of Arrears: \$ _____ Monthly rent: \$ _____

Specific Assets to be Seized: _____

Seize Assets are to be (mark one): to be removed at time of seizure
 left on Bailee's Undertaking

Please attach a copy of your lease.

I / We the undersigned hereby indemnify Western Civil Enforcement Agency Inc. and its agents and employees in respect to its fees, charges, expenses and any claims for damages whatsoever that may be incurred by them with regards to their execution of this mandate on my/our behalf or anything completed in relation thereto. All information shall be treated as privileged and confidential and will not be released to any other party without prior written authorization by the client or authorized representative.

In order to be compliant with the Provincial Sheriff – Civil Enforcement and also with Section 58 (5) of the Personal Property Seizure Act, there must be clear instructions as to whom the security can be surrendered to and clear directions as to who can receive the seized security. This is to authorize Western Civil Enforcement to complete all documentation in regards to the seizure of the security, those are: Prepare the warrant for seizure and all related documents surrender the security to a TOW COMPANY used by Western Civil Enforcement who will transport and surrender the security to the auction designated by you.

Instructing Client/Company Name _____

Address _____

Phone: _____ Fax: _____ Email: _____

Credit Information:

Card Name: _____

Expiration: _____

Card Number: _____

CVV Code: _____

Client Signature

Date