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3rd STEP - LOCKOUT
****Please Print Form Legibly****

Clear Form

Today's Date:	Filing County:
Contact Phone #:	Email:
Supervisors Name:	Supervisors Email:
Property Mgmt Co.	Purchase Order Number:

MUST Include required Sheriffs Documents *(They can be found on our website under the forms tab. If your county is not specifically listed please use the "Miscellaneous" Sheriff form)*

Move-Out Date: _____ Case Number: _____

YOUR CONTACT INFORMATION FOR THE SHERIFFS OFFICE: ***(This is a Name & Phone Number that WILL be listed on the Writ itself and given to the tenant(s))***

Name: _____

Number: _____

Additional Notes or Instructions:

*Action Services will not provide legal advice or services, engage in the practice of law, assess the validity of termination notices or the possibility of defenses / counterclaims when assisting clients. You also agree to hold harmless Action Services, its owners, corporate officers, employees, agents and representatives when acting at your request and you further state you have the complete authority to make such request. Any account that is past due may be charged a late fee of \$25.00 per file when account is over 60 days and at the discretion of Action Services. Action Services will charge a \$40.00 prep fee for any request that is canceled prior to being filed with the courts. By printing your name below, you authorize us to fulfill your request and agree to the terms herein.

Requestors Name