

# Constable's Office

## HENDERSON TOWNSHIP

243 WATER STREET

HENDERSON, NEVADA 89015

(702) 455-7940 • FAX: (702) 455-7942

### INSTRUCTIONS TO THE CONSTABLE EVICCTIONS

LANDLORD OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

-VS-

DEFENDANT/TENANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GATED: ☐ YES ☐ NO GATE CODE: \_\_\_\_\_

MAJOR CROSS STREETS: \_\_\_\_\_

### EVICITION INSTRUCTIONS

To secure a property at the time of eviction, the locks must be changed, lock boxes or slip keys used. All entrances must be secured prior to Court Seal being placed on the property.

### **Please answer all questions below and sign:**

Do you wish to be present at the time of the eviction? ☐ YES ☐ NO

Will landlord or agent provide for lock change? ☐ YES ☐ NO

If you have answered "YES" to either question, please provide the name and phone number of the person authorized to change locks.

Locksmith: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

In the event the landlord or agent cannot be contacted, I hereby authorize the Constable's Office to contact a local locksmith to open the property for inspection and then to secure the property and have the locksmith bill me accordingly. I furthermore, guarantee payment in full to said locksmith.

Authorized Signature: \_\_\_\_\_

Animal: ☐ YES ☐ NO Type/Breed: \_\_\_\_\_ Vicious: \_\_\_\_\_

SERVED: \_\_\_\_\_ TIME: \_\_\_\_\_

POSTED: \_\_\_\_\_ TIME: \_\_\_\_\_

EVICTED: \_\_\_\_\_ TIME: \_\_\_\_\_

CANCEL: \_\_\_\_\_ TIME: \_\_\_\_\_

DEPUTY SIGNATURE: \_\_\_\_\_