



EVICCTIONS

The fee for service of the Writ of Restitution is **\$60.00** plus **\$2.00** mileage fee, unless the Writ of Restitution is accompanied by a notarized Affidavit of Service. The execution of a Writ of Restitution requires a **\$200.00** deposit. Total for both service and execution of a Writ of Restitution is \$262.00. Additional fees will be charged for serving the Notice to Quit, and/or the Summons & Complaint. **A mobile home eviction requires full payment of the \$262.00 because we must serve both the Notice of Judgment and the Writ of Restitution** (see additional details below on mobile homes).

If you are seeking money damages in addition to restoration of the property, you must notify the Civil Unit, in writing, that the Summons & Complaint requires personal service only. (13-40-115(2), C.R.S.). **You are solely responsible for mailing a copy of the Summons & Complaint to the defendant(s) as required by 13-40-112(2), C.R.S.**

It is your responsibility to contact our office to schedule an appointment for this eviction.

The Broomfield Police Department allots you 2 hours to complete the eviction from start to finish. You or your agent must be present during the entire course of the eviction. In order to remain within the allotted time, you, as the landlord, or your agent must provide:

- (1) MANPOWER - A sufficient number of adults (excluding the property owner) to effect the eviction in the 2 hour period. **Under no circumstances will the Officer attending the eviction assist in the physical removal of the property.**
- (2) EQUIPMENT - Dollies must be obtained for large heavy items such as refrigerators etc. These items can be obtained at most rental centers. If the tenant has a waterbed, it will be necessary for you to obtain one pump and hose for each waterbed on the premises.
- (3) SUPPLIES - Boxes and heavy duty trash bags for small items. (clothing, toys, kitchen utensils, etc.) **We highly recommend that you arrange for a locksmith to be present at the start of the eviction to gain entry if necessary and to change the locks.**

PLEASE NOTE

When the Officer arrives on scene for your eviction, he/she will determine if you have the necessary manpower and equipment to complete the eviction within the 2-hour time frame. If you do not have the necessary manpower or equipment, your eviction will be postponed and rescheduled.

In the event that the eviction takes less than an hour, \$100 of the \$200 deposit will be refunded. If the eviction takes one hour or longer no refund will be issued. If the eviction is canceled at least 24 hours prior to the officer's scheduled time for arrival at the premises, a \$50 fee will be assessed and the remainder of the \$200 deposit will be refunded. If the eviction is cancelled less than 24 hours prior to the scheduled time or if the officer arrives at the premises, but the eviction is no longer necessary, only \$100 will be refunded.

No evictions will be performed on legal holidays, as defined by C.R.C.P. 6(a), weekends, or on days that the City Manager deems a snow day.

*****MOBILE HOMES - PLEASE NOTE*****

If the eviction is on a mobile home (“trailer pullout”) you must provide us with a Notice of Judgment and the Writ of Restitution for us to serve. You must leave a blank on the Notice of Judgment for us to fill in the *specific time and date* that we will return to execute the eviction. (See 38-12-208(1)(b), C.R.S.). We require that the Notice of Judgment be served by us, along with our Warning form, at least 48 hours prior to the mobile home being moved. (38-12-208(1)(b), C.R.S.). **Unless the Writ specifically provides for the on-site storage of the mobile home, the Civil Unit will require that the trailer be pulled from the lot.** The plaintiff/property manager is responsible for obtaining, and paying for adequate storage for the trailer.

Please call the Civil Unit at (303) 438-6480 for any additional questions.