

**LAKE COUNTY SHERIFF OFFICE  
Writ of Possession/Move Out Guidelines**

**Prior to the Move Out:**

- (1) A move out will be scheduled by the Lake County Sheriff's Office.
- (2) The name and phone number of the plaintiff's moving company and moving company representative will be provided to the Sheriff's Office by the attorney's officer representing the plaintiff.
- (3) The Plaintiff's representative will contact the deputy twenty-four (24) hours prior to move out. (The name and contact information of the assigned deputy will be provided prior to this).
- (4) A signed rules sheet from the Plaintiff's representative/movers needs to be completed, if not on file, to verify they have received the rules. (This remains on file for future move outs).
- (5) No signs are to be posted by the plaintiff's representative during the service of the court issued Writ of Possession and/or prior to the move out be completed.

**On Site on the Scheduled Date and Time of Move Out:**

- (1) Plaintiff's representative/movers are present.
- (2) A locksmith to allow access AND to secure property upon completion.
- (3) Four (4) laborers (More maybe required, deputy will determine)
- (4) A large professional enclosed and clean moving truck.

**(No pickup trucks, trailers or open bed trucks are to be using for moving property.)**

- (5) Appliance moving dolly
- (6) Tools (These maybe needed to disassemble items).
- (7) Boxes and supplies for a whole house move.
- (8) Materials that would be needed to secure a home in the event this needs to be done.

**At the Conclusion of the Move Out:**

- (1) Personal property will be moved to a storage unit located in Lake County nearest to the foreclosed real property.
- (2) No property will be stored at the foreclosed home.
- (3) All trash will be stored inside the home and/or hauled away. No trash will be left outside or on the curb.
- (4) The grass will be cut. (Excessive amount of grass clippings will be picked up and hauled away).

**\*\*Personal property will be held in storage for thirty days (30) and placed in the owner's name if they are present at time of move out. The Plaintiff will be responsible for all moving and storages expenses.**

For questions, contact Clerk Shanon Gandolf at 440.350.5519 or shanon.gandolf@lakecountyohio.gov

The Writ of Possession may be returned a Failure of Service if any conditions are not met.

Plaintiff's Representative/Mover \_\_\_\_\_ Date \_\_\_\_\_