

## LANDLORD'S LETTER OF INSTRUCTIONS TO CHANGE LOCKS

To: Allied Shortridge Civil Enforcement Agency Inc.  
Suite 126, 1111 – 6 Avenue S.W. Calgary T2P 5M5  
Telephone: 403-237-5468 Fax: 403-263-7313 E-mail:allied.shortridge@shaw.ca  
John Shortridge: Cell: (403) 560-9406 E-mail: seizure@shaw.ca

Name of Tenant / Occupant(s) \_\_\_\_\_

Address of Tenant / Occupant(s) \_\_\_\_\_

Please serve the Court Order and select one of the following:

- 1) Allow the tenant occupant \_\_\_\_\_ hours to move (24 hours is the standard)
- 2) Change the locks immediately
- 3) Do you want Allied Shortridge to arrange for a locksmith

Property or Resident Manager name \_\_\_\_\_

Property or Resident Manager telephone number \_\_\_\_\_

### **Please attached a filed copy of the Court Order and Affidavit of Service**

We hereby indemnify Allied Shortridge Civil Enforcement Agency Inc. in respect of its fees, charges and disbursements and any claims for damages that might be incurred in respect of any function or duty carried out under the Civil Enforcement Act, Alberta Rules of Court and any other Act during the term of this Agreement. This indemnity does not extend to any liability arising from the negligence of willful misconduct of Allied Shortridge Civil Enforcement Agency Inc. Should litigation occur the Customer agrees to provide further indemnities and bonds and to provide or fund any legal representation required by Allied Shortridge and the cost of legal action against Allied Shortridge. The Customer agrees to pay all solicitor-client costs of Allied Shortridge should the Customer default in paying any costs arising from this Agreement. We authorize Allied Shortridge Civil Enforcement Agency Inc. to act as our agent to perform the necessary searches and to complete any documentation necessary in this matter.

Customer Name \_\_\_\_\_

Customer Address \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_