

EVICTION PROCEDURES

FIRST STEP-

3-DAY VACATE LETTER- Warns tenant they have 3 days to pay or move, or court action will be taken. This can be done by:

- a) Certified Mail**
- b) Constables Office \$20.00 (Officer can post to door)**
- c) Landlord may deliver BUT tenants need to sign that he/she has received notice**

SECOND STEP-

FORCIBLE DETAINER- Civil Suit taking a tenant to a Justice Court in the precinct of the rental property, asking for possession of the rental property, court cost, and back rent (does not include late fees):

- d) Constable Delivers to Defendant**
- e) The officer must make 2 attempts to serve the defendant personally before obtaining permission from the judge to post Forcible Detainer on the door.**
- f) Filing fee is \$129.00 to get it filed and served by a constable**

THIRD STEP-

WRIT OF POSSESSION- Order to move the tenant out after judgment has been rendered:

- g) Must be served by officer**
- h) The landlord (or representative for the landlord) must be present when the deputy serves writ. Possession of property is then returned to the landlord.**
- i) The landlord is required to obtain movers if necessary.**
- j) Filing Fee is \$180.00**

SAMPLE
VACATE NOTICE

TO: _____, AND ALL OCCUPANTS

You are hereby notified to vacate the premises you now occupy, within three (3) days
from the date of delivery, known as:

or I propose to file suit as the law directs to evict you for the reason:

NON PAYMENT OF RENT

Signed: _____

Delivered the _____ day of _____, 20__.

By: _____