

DATE: [Insert Date]

TENANT NAME(S): [Insert Tenant Names]

ADDRESS: [Insert Property Address]

UNIT: [Insert Unit Number]

RE: NOTICE OF FINAL SHERIFF LOCKOUT AND EVICTION

Dear [Tenant Names],

This letter serves as formal notification that a judgment for possession of the premises located at [Insert Property Address] has been entered in favor of [Property Management Name/Owner].

Pursuant to the Writ of Possession issued by the Court, the [Insert County Name] County Sheriff's Office has scheduled the formal lockout for:

LOCKOUT DATE: [Insert Date]

LOCKOUT TIME: [Insert Time]

At this time, a Sheriff's Deputy will arrive at the property to physically remove all occupants and restore possession of the premises to the landlord. Management will be present to change all locks immediately.

PERSONAL PROPERTY:

You are strongly advised to remove all personal belongings and vacate the premises prior to the arrival of the Sheriff. If any personal property remains in the unit after the lockout, it will be handled in accordance with state and local laws. You may be responsible for costs associated with the removal and storage of abandoned property.

KEY RETURN:

If you wish to avoid the presence of the Sheriff, you may vacate the property and return all keys to the management office no later than [Insert Date/Time].

Please be advised that any attempt to re-enter the property after the lockout has been performed without written consent from management will be considered trespassing and may lead to criminal charges.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]

[Phone Number]

[Email Address]