KEVIN GLENDENING, SHERIFF
Chad McCune, Chief Deputy
512 N. Main St, Ste. 2
Burlington, IA 52601
319-753-8212

WRIT OF REMOVAL PROCESS

The landlord will need to physically provide the sheriff's office 2 copies of a Writ of Removal and Possession that will be available through the EDMS notifications. (This is not the order; it's an actual attachment in your notifications.) As a reminder, a writ is only valid for 30 days from the date of issue from the court. Do not wait until the week it would expire.

The sheriff's office will coordinate a time to serve the writ of removal with the deputy's schedule. The deputy is there to keep the peace, not to physically remove the property from the residence. If the landlord begins the process, alters the contents on the property or changes the locks prior to the arrival of the deputy, then we will assume the property has been returned to the landlord and the deputy will no longer be a part of the process.

RESPONSIBILITY OF THE LANDLORD:

- Providing a minimum of three (3) people to complete the removal within **two** hours. You will need to have more people if you can't get the property out in that **two** hour period.
- Supplying boxes, plastic bags and tarps to cover the property in inclement weather, while securing it.
- Supplying materials to secure the premises.
- Removing property and vehicles from the premises to the nearest public access (ie curb). The property cannot be locked up in an enclosed truck, trailer, etc. It must remain on the public access until the city or county receives a complaint the property is sitting there.
- Providing hand tools and appliance dollies for disconnecting and moving large items.
- Contacting Animal Control and facilitating the rescue of animals on the property at the time of the removal.

If you are unable to provide enough assistance to remove the property within the two (2) hours, the Writ of Removal will be rescheduled according to the Deputy's schedule until you are able to obtain enough help. This will be at the discretion of the Deputy at the time of the removal. Again, the removal is only valid for 30 days.

Thank you!