



BALTIMORE CITY SHERIFF'S OFFICE

John W. Anderson, Sheriff
DISTRICT COURT CIVIL DIVISION
111 N. CALVERT ST. (Guilford St Entrance)
410-396-7412

LANDLORDS: EVICTION PROCEDURES

You have been granted an eviction by the courts. The following are the requirements that you must adhere to in order to have the sheriff perform a legal eviction of your property.

1. You cannot enter the property until the sheriff arrives.
2. Ensure that your property's address is clearly marked and attached to the dwelling. (If apartments, each apartments entrance must be clearly marked).
3. On the day of eviction you must be present on time when the sheriff arrives. You must have ready to present to the sheriff, on request, all three proofs of service.
 1. A certificate of mailing receipt, with the name and address of the person to be evicted and dated at least 14 days prior to the date of eviction.
 2. A certified letter receipt, with the name and address of the person to be evicted and dated at least 14 days prior to the date of eviction.
 3. A signed affidavit attesting to the date and time of posting of the letter of eviction dated at least 7 days prior to the day of eviction. **(No pictures of the eviction letter taped to the door will be accepted as a replacement for the affidavit)**
4. The landlord must have the capability to gain access to the dwelling and also the capability to change the locks on the dwelling.
5. **Remember—NO ITEMS** are to be put out on the street or in the rear for trash pick-up. It is your responsibility to remove and dispose of all items left in the premises.

The above items must be strictly adhered to, to ensure a smooth, lawful eviction.
