



# MARYLAND EVICTIONS ONLINE

## Eviction Service Agreement Baltimore City

01. ADDRESS OF EVICTION: \_\_\_\_\_
02. Date & Time of the eviction: \_\_\_\_\_
03. MEO must received full payment of Eviction fees at least 2 business days before the eviction.
04. Eviction can be canceled no later than 11:59pm day before eviction.  
There is a **\$75.00** non-refundable cancellation fee.
05. The Admin/Locksmith will arrive 15/minute before the eviction.
06. Eviction fee covers all labor charges for up to 1/hour.
07. There is an hourly charge of \$65 for the Admin/Locksmith for each hour after the first hour.
08. Eviction fee covers:
  - a. Admin - the cost of meeting the sheriff. Providing the Warrant.
  - b. Locksmith - Gaining entrance into property & changing locks
09. Baltimore City Evictions do not include maid services, moving trash or personal items
10. The Admin/Locksmith will not enter the property until the Sheriff arrives.
11. Administrator Needed: **Yes or No**
12. Locksmith Needed: **Yes or No**
13. How many locks will need to be replaced: \_\_\_\_\_
14. Drill Off Lock Service Needed: **Yes or No** (*used when owner does not have key to gain access to the property*)
15. Vanity Lock/Specialty lock will not be replaced at the eviction. Vanity knobs will be replaced w/standard locks to secure the property. The old Specialty or Vanity locks will be left in the property for the owner to get rekeyed at a later time.
16. Lock replacement cost is \$35 per turn key/knob (not per door). Locks with top & bottom knobs the hardware cost would be \$70.
17. No refund if we are notified less than 3/hours before the eviction, for any reason including:
  - a. Inclement weather
  - b. Tenant files bankruptcy
  - c. Tenant files for Covid relief
  - d. Owner or Sheriff indicated incorrect time of the eviction
18. If unit is located within a Secured Building a key must be provided or someone will have to be onsite to allow the Sheriff & crew to gain entry to building. If eviction is canceled due to "*Unable to gain access to building*", Eviction funds will NOT be refunded.
19. Additional fees may apply if needed:
  - a. Vanity locks (additional may apply) locks to be rekeyed. Must be done after eviction.
  - c. Delay for waiting for Animal Control if unattended pets are left
  - d. Delay for waiting for Child Protective Services if unattended children are left at the property
20. Emergency Contact. In case of any last minute emergency with the Eviction list the name & phone number of the contact we can reach below. This contact must be reachable throughout the eviction process & have authority to make any Emergency decisions as needed.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Here: \_\_\_\_\_



**3540 Crain Highway, Suite 172  
Bowie, MD 20716**



**(301) 485-6335  
(240) 266-1108**



# MARYLAND EVICTIONS ONLINE

## Eviction Service Agreement Baltimore City

**1. Services** Subject to the terms and conditions of this Agreement Maryland Evictions Online (“MEO”) agrees to provide eviction services for your property with a trained contracted staff on-site to complete the eviction.

**2. Terms and Conditions** These Terms and Conditions constitute an agreement between you and MEO. I / WE (the customer) certify that this information is correct, complete and that we are solvent and able to pay for the procedure(s) performed. The Company (Maryland Evictions Online) shall not be liable for any property damage, personal loss, theft, or personal injury prior, during, or post eviction. MEO shall not be responsible in any manner for the acts or failures to act negligently, willfully, or otherwise, of the agents, or representatives. MEO is not responsible for the after effect of community “pillaging” or “ransacking” of items left post eviction.

**3. Management Fees** If the tenant pays any portion of the outstanding rent to an MEO representative, those funds are subject to a 8% management fee. The balance will be forwarded to the owner.

**4. Payment Terms** All evictions are charged by the hour. MEO accepts Money Orders, Certified Checks, Visa, MasterCard, Discover, and American Express credit cards. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

**5. Eviction Cancellation Policy:** MEO must be notified in writing, via the MEO website or email, or by telephone of any cancellations a minimum of 2 business hours before the scheduled eviction (business hours Mon – Fri 9:00am-5:00pm EST). If MEO is not notified of an eviction cancellation 2 business hours prior to the start of the scheduled eviction, there will be NO REFUND. If we are notified, a cancellation fee of \$75.00 will be charged. Evictions cancelled due to the weather will still incur the cancellation fee of \$75.00. If the eviction has been cancelled by the Sheriff or Marshall after we arrive onsite, the 1st hour of the eviction will be charged.

**6. Start Time.** Once the Admin/Locksmith arrives on site or at the scheduled start time of the eviction (whichever is later), the first hour clock starts. Owner will be charged in hour intervals @ the rate of \$65 per hour for each hour after the first hour. 90% of our evictions are completed in 1/hour or less. Delays in Sheriff arrival or calls to animal control, are not excluded.

*By signing below, I authorize Maryland Evictions Online to a one-time charge on the credit card indicated on this agreement form according to the terms, payment and cancellation policy outlined above. This authorization is for the service and payment of goods/services. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in the agreement above.*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



3540 Crain Highway, Suite 172  
Bowie, MD 20716

(301) 485-6335  
 (240) 266-1108