



MARYLAND EVICTIONS ONLINE

Eviction Service Agreement Baltimore City

01. ADDRESS OF EVICTION: _____
02. Date & Time of the eviction: _____
03. Administrator Needed: **Yes or No (\$155.00)**
04. Locksmith Needed: **Yes or No (\$135.00)**
05. Drill Off Lock Service Needed: **Yes or No (\$90.00/each)** *(used when owner does not have key to gain access to the property)*
06. How many locks will need to be replaced: _____ **(\$50each)**
07. Lock replacement cost is **\$50** per turn key/knob (not per door). Locks with top & bottom knobs the hardware cost would be **\$100**.
08. Vanity Lock/Specialty lock will not be replaced at the eviction. Vanity knobs will be replaced w/standard locks to secure the property. Specialty or Vanity locks will be left in the property.
09. Baltimore City Eviction fee covers:
 - a. Administrator - Providing Sheriff Warrant and reviewing Ledger
 - b. Locksmith - Gaining entrance into property & changing locks
10. Administrator & Locksmith could be the same person.
11. MEO must receive full payment of Eviction fees at least 2 business days before the eviction.
12. Payments made under 48/hours could be charged a **\$85** rush fee
13. Eviction can be canceled no later than 11:59 pm the day before eviction.
There is a \$75.00 non-refundable cancellation fee.
14. The Administrator/Locksmith will arrive 15/minutes before the eviction. (Agent will wait in car for Sheriff)
15. The Administrator/Locksmith will not enter the property until the Sheriff arrives.
16. There is a billed hourly charge of **\$95/hr** for the Administrator/Locksmith for each hour after the first hour.
This includes:
 - a. Waiting for Sheriff to arrive
 - b. Delay for waiting for Animal Control if unattended pets are left inside or outside of the unit
 - c. Delay for waiting for Child Protective Services if unattended children are left at the property.
 - d. Any other unforeseen circumstances that causes the eviction to be delayed
17. Baltimore City Evictions does not include moving of items out the property, maid services, moving trash or moving personal items. Only changing locks or securing the property.
18. 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 pays balance
 - d. Tenant files for Covid relief or granted emergency stay
 - e. Owner or Sheriff indicated incorrect time of the eviction
19. If unit is located within a Secured Building, a key must be provided or someone will have to be onsite to allow the Sheriff & Locksmith to gain entry to the building. If eviction is canceled due to ,*"Unable to gain access to building"*, Eviction funds will NOT be refunded.
20. Emergency Contact. In case of any last minute emergency with the Eviction, please 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 during the eviction : Name: _____ Phone: _____

Initial Here: _____



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

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



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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 3 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 canceled due to the weather will still incur the cancellation fee of \$75.00. If the eviction has been canceled by the Sheriff or Marshall after we arrive onsite, the 1st hour of the eviction will be charged.

6. Start Time. Once the Administrator/Locksmith arrives on site or at the scheduled start time of the eviction (whichever is later), the first hour clock starts. Owners will be charged in hour intervals [see rates above] per hour. The majority of our evictions are completed in less than (1) hour. 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: _____



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