

***CLEVELAND MUNICIPAL COURT
HOUSING DIVISION
JUDGE CHERYL WILTSHIRE***

NOTICE

HOUSING COURT MOVERS LIST

The Cleveland Housing Court currently is accepting movers' applications for inclusion in the Court's Movers List. Movers interested in appearing on the list must submit a completed application form, along with a copy of proof of insurance or bond coverage consistent with the Court's requirements, to Housing Court Chief Anita Daniels

All movers requesting inclusion in the list must submit this information, including movers whose names appear on the Court's current list.

Interested movers may obtain the application form, along with the Court's requirements regarding insurance, and the current rules governing move-outs, from the Housing Court's Eviction Office, Justice Center, 1200 Ontario, 3rd Floor, Cleveland, OH 44113, next to Courtroom 3A. Applications may be returned to the same location or emailed to Bailiff Supervisor Chris Weir weirc@cmcoh.org and Chief Deputy Bailiff Anita Daniels danielsa@cmcoh.org.

Anita Daniels
Chief Bailiff
Cleveland Housing Court

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APPLICATION for HOUSING COURT'S MOVERS' LIST

Submission of this application constitutes the request of a Moving Company for inclusion on the Housing Court's Movers' List. By submitting this application, the Moving Company and its employees agree to abide by the Housing Court's rules regarding move-outs. This application, with attachments, will be kept on file in the office of the Chief Bailiff of the Housing Division. Please supply or attach all information requested; incomplete applications will not be accepted. Attach additional sheets if necessary.

Company Name

Address

Address

Telephone Number

1. What type of business entity is this mover (e.g. corporation, partnership)?

2. If an individual or company is doing business as the mover listed above, what is the name of the individual or Company?

3. Has this company been on the court's movers list before? Yes No. If Yes, since what Year?

4. Is this company available to perform residential move-outs? Yes No

5. Is this company available to perform commercial move-outs? Yes No

6. Does this mover own storage facilities? Yes No. If yes, where is the storage facility located?

7. If the answer to question 6 is "No" does this mover have access to storage facilities that will permit the storage of tenant's property without listing the landlord or mover as a co-owner of that property? Yes No. If yes, where is the storage facilities located and by whom is it operated?

8. In the past three years, has a claim been made against this mover's bond? Yes No.

9. In the past three years, have individuals made complaints regarding this mover that have been resolved outside of the mover's bond? Yes No. If yes, please explain the circumstances and the outcome.

10. Has this mover been sued or charged criminally for conduct that occurred during moving activities? Yes No. If yes, please explain the circumstances:

11. The Housing Court's rules require movers performing court-supervised move-outs to maintain liability insurance or a bond in the amount of \$100,000.00 for bodily injuries or death to one person; \$300,000.00 For all persons injured or killed in any one accident and \$50,000.00 for loss or damage in any one accident to property of others. Movers also must maintain freight cargo liability insurance for the transportation of household goods in the amount of \$20,000.00. The insurance policy or bond must include provisions requiring the insurance or bond agents or companies to immediately notify the Chief Bailiff of the Housing Court in the event the insurance coverage or bond expires, is limited or is revoked. Does this mover maintain insurance or a bond that meets these standards?

Yes No. If yes, please **attach a copy of the policy** to this application. If no, please explain.

Please read carefully and sign below:

I, the undersigned, on behalf of the moving company for whom this application is submitted, verify that I have received a copy of the Housing Court's rules regarding movers and move outs. By submitting this application, I understand that this moving company, and its employees, agree to abide by those rules, and any other rules issued by the Housing Court regarding move outs. I understand that the failure to abide by the rules may result in the removal of the company's name from the Housing Court's Movers List, a ban against participating in Housing Court move outs, or other sanctions the Housing Court may determine are appropriate.

Signature

Date

Printed Name

Position with Company

Attention Movers,

The Cleveland Municipal Housing Court Bailiffs Department is currently updating its preferred movers list. This list is provided to parties involved in scheduled eviction move-outs to ensure they have access to reliable and professional moving services.

As a company that has submitted the required paperwork, we are writing to outline the expectations of the Bailiffs Department for all companies appearing on this list. Adherence to these guidelines ensures a safe, orderly, and efficient process for all parties involved.

Expectations and Requirements:

- **Punctuality and Scheduling:** Moving crews are expected to arrive at the location at the scheduled time. However, please be aware that the **Bailiffs arrival may be delayed** depending on the duration of prior scheduled move-outs. We ask for your patience; however, the moving crew must be present and ready to begin as soon as the Bailiffs arrive to avoid further delays.
- **Professional Conduct:** Crews must always maintain a professional demeanor and follow the directives of the Deputy Bailiffs on-site. The Bailiffs maintain final authority over the premises during the execution of the court order.
- **Equipment and Manpower:** Companies must provide sufficient personnel and appropriate equipment to complete the move-out within a reasonable timeframe.
- **Safety and Compliance:** All moves must be conducted in compliance with local ordinances. This includes the proper handling and placement of items as directed by the Bailiffs. Stealing is strictly prohibited and may result in the moving companies removal from the approved list.
- **Documentation:** Ensure all insurance and licensing remains current. Any changes to your company's contact information or service status should be reported to the Bailiffs Department immediately.

Next Steps:

Once your submitted paperwork is fully processed and verified against these standards, your company will be added to the preferred movers list. This list is distributed to individuals during the scheduling of move-outs to assist them in coordinating their transition.

Please note that the Bailiffs Department reserves the right to remove any company from the preferred list if these expectations are consistently unmet or if professional standards are violated.

Thank you for your cooperation and for providing this essential service to the community. If you have any questions regarding these expectations, please contact the Bailiff Department at

[216-664-4765 / weirc@cmcoh.org & danielsa@cmcoh.org].