

**CLEVELAND MUNICIPAL COURT**  
**HOUSING DIVISION**  
CUYAHOGA COUNTY, OHIO  
JUDGE W. MONÁ SCOTT

**Yusef Russell**  
Chief Bailiff

Eviction Unit  
(216) 664-4765  
24-hr Number

**MOVE-OUT FORM**

**Move-Out Date:XXXXXXXX Case Number XXXXXXXX: Receipt Number:XXXXXXXX**

Please Note: For your convenience, we have provided a list of licensed and bonded companies that handle move-outs in the Greater Cleveland area. This is not an endorsement of any of the companies listed. YOU DO NOT HAVE TO USE A COMPANY FROM THIS LIST, BUT ANY COMPANY YOU DO SELECT MUST BE LICENSED AND BONDED; have a four-man crew provide liability Insurance in a minimum of Four Hundred Thousand (\$400,000) (Housing Court Rule 6.103). A company must be able to provide you with a copy of their license and bond certificate. Your agreement is strictly with the company that you select. The Cleveland Municipal Housing Court has no liability in any claim resulting from your contract with this company.

**INSTRUCTIONS**

**A day before your scheduled move-out date, you will receive a call from the Housing Court Bailiff between 3:00 p.m. and 4:15 p.m. The bailiff will require the name of the licensed and bonded moving company that you selected. When the name is received by the Bailiff, you will then be provided with the time that the Bailiff will be at your Eviction Address to perform the court-supervised move-out. You must then call back your moving company and inform them of the time the Bailiff will be out. Additionally, you or your designated representative must be present, along with the moving company, at the Eviction Address in order for the eviction to take place.**

***\*\*After the tenant's property is placed on the tree lawn by the designated mover, the property must be disposed of or removed 3 hours after the eviction or after 5:00 pm by the landlord or designee.\*\****

**IF YOUR TENANT MOVES OUT PRIOR TO THE SCHEDULED MOVE-OUT, YOU MUST CALL 664-4765 TO CANCEL. YOU MUST PROVIDE THE RECEIPT NUMBER, CASE NUMBER AND MOVE-OUT DATE AS OWNER VERIFICATION.**

**2022 Move-Out Checklist**

Call various moving companies to compare prices for the services you will need. Verify mover’s policy regarding charges in event move-out is canceled or if there are any upcharges due to infestation.

**If there are any animals on the property:**

There **will** be a \$40 charge for each dog to be taken to the Cleveland Kennel. Any other animals will go to the APL (Animal Protective League) free of charge. *Arrangements for this will be made when the bailiffs arrive to the set out.*

Select a company and provide all details such as address and move-out date. The Bailiff’s **will not** recommend a mover; it is the Landlord’s responsibility to choose a mover.

Court bailiffs do not move personal property; this is the responsibility of the mover.

Court bailiffs do not force entry into the dwelling. If forced entry is necessary, it is the responsibility of the Landlord or the mover.

**Licensed and Bonded Moving Companies**

**This list is also available on our website:**

<http://clevelandhousingcourt.org/en-US/Landlord.aspx> - Move-Out Checklist

<b>1<sup>st</sup> Choice Movers &amp; More</b> (216) 441-7933	<b>D.L. Thompson LLC</b> (216) 210-0707
<b>A A-1 Thompson Lowest Price Mover</b> (216) 406-2506 (216) 559-0188	<b>Lake Erie Solutions LLC</b> (216) 324-0981
<b>Cornerstone General Contracting LLC</b> (216) 203-1605	<b>Loyal Landscaping</b> (216) 376-4154
<b>Complete Real Estate Services Inc.</b> (440) 835-2292/(216)570-2742	<b>J&amp;MZ SERVICES</b> (440) 822-2057
<b>Diassets LLC</b> (216) 609-5372	<b>Suitability LLC</b> (216) 245-5474

<b><u>Heavy Equipment Movers and Commercial Move Outs Only</u></b>
Beckett & Chambers, Inc. (216) 881-7171
GRG Trucking Company, Inc. (216) 651-8898
Jerry Vencl Corlett Movers & Storage Company, Inc. (216) 641-6677

If a vehicle on the property needs to be towed or moved due to the eviction process, please advise the Bailiffs when they call to confirm the eviction.

_____	Towing Company	
_____	<b>Aetna Towing (216) 271-3000</b>	