

# Kane County Sheriff's Office



37W755 IL Rt 38 • St Charles, IL 60175  
Tel: (630) 232-6840 • Fax: (630) 513-6984  
www.KaneSheriff.com

Ron Hain, Sheriff

Pat Gengler, Undersheriff

## Eviction Fees/Guidelines

Eviction Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Eviction # \_\_\_\_\_

**The eviction number, date, and time should never be given to the tenant or their landlord for security and officer safety.**

Service of process fee in addition to below.....See fee sheet  
Fee for the 1st hour of eviction (Non-refundable)..... \$95.00  
Additional time after 1st hour will be billed in increments of 15 minute's/or ..... \$95.00 per hour

The eviction may be cancelled for any reason prior to the scheduled time, with no additional fees assessed. Cancellation may be phoned in 24/7 by calling 630.444.1095 then giving the eviction number and identifying information.

The owner, landlord, or agent must remove every item of property from the premise and place it on the parkway. Even if the property appears to be empty or deserted, all property will be removed.

After 24 hours after the eviction, all remaining property should be removed from the parkway. The Sheriff's office is NOT responsible or liable for any property.

### In order to accomplish the eviction, the Sheriff's Office Requires:

- Deputies are present for court-ordered evictions in a peacekeeping capacity. Deputies will not assist in moving any property.
- The Sheriff's Office reserves the right to cancel the eviction at any time. The deputy will determine when the eviction has been completed. Unavailability of sufficient persons or resources to complete the eviction may result in the eviction being cancelled.
- A moving crew minimum of 3 to 5 persons (3 able bodied persons for an apartment, 5 or more able bodied persons to move the contents of a house) and any necessary moving equipment is required at the start of the eviction. More people may be required depending on the size and nature of the property.
- A person who can defeat the locks (locksmith) will be provided by plaintiff/landlord in order to gain entry. It is strongly suggested that all locks be changed prior to completion of the eviction.
- Appropriate tools to disassemble property so it may be removed properly and a hand truck or other acceptable means to get the property to the nearest public right of way is required.
- Adequate plastic bags will be used for clothing and other small items. Plastic sheeting, tarps, or other suitable material will be placed on the ground under the property and over the top of the property at the curbside.
- If the property has no parkway, tree bank or parking space, the plaintiff will use a designated area as specified by the deputy.
- Non-running and/or unregistered vehicles will be removed at the expense of the plaintiff/landlord (no vehicles will be pushed into the street or left on any public right of way).
- Any medications that will not be taken by the occupant will be turned over to the deputy for evidence/destruction. All persons will preserve and turn over contraband and weapons to the deputy. Weapons and ammunition will only be released to the owner who is in the possession of a valid FOID card, or taken into custody and placed in evidence storage by the deputy.
- No paints, chemicals, or hazardous items will be placed anywhere outside. They must be properly disposed of at the expense of the plaintiff/landlord. Pornographic material, or anything else that would be harmful to a child if left outdoors, will be given to the deputy for evidence/destruction.

**If you have any questions or concerns, please call the Kane County Sheriff's Office/Civil Division, Monday through Friday, between the hours of 8:00 a.m., and 5:00 p.m.**