

Forfeiture of Lease Form 1/3

IMPORTANT: before completing this form please read the following:

- Have the Landlord and Tenants information and any other relevant documents ready to hand
- At the end of the form you will need to agree to the Terms & Conditions and Sign
- Elliott Davies is a trading style of Court Enforcement Services Ltd

Call us on 0191 338 5555 if you need assistance at any stage.

Reference Number

*Client Reference/Account Number
(to assist prompt response)*

Managing Agent Details

If you are the Landlord please cross through this section and complete the form from 'Landlord's Details' onwards. If you are the Managing Agent please complete both this and the 'Landlord's Details' sections

Full Name

Address

Postcode

Telephone Number

Email

**Date Authorised
by Landlord**

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Landlord's Details

Landlord's Name

Landlord's Address

Landlord's Postcode

Landlord's Telephone Number

Date of Authorisation

Tenant's Details

Name of Tenant

Address of Premises

As appears on the Lease being the commercial premises at which CRAR may be exercised

Postcode

Date of Lease

Reason for Forfeiture

Does the Property Have Shutters?

Yes

No

Please tick

Type of Shutters

Please tick, if other please state

Manually Operated

Electric

Other Type of Shutters

Please provide further information

Additional Instructions

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Authorisation

Terms and Conditions

- 1) We hereby authorise Court Enforcement Services to affect peaceful re-entry and thereby secure forfeiture of the lease.
- 2) You are authorised to change locks, display necessary termination notices as required; and for doing so this shall be your sufficient Warrant, Authority and Indemnification against all Actions at Law, as well as costs, charges or expenses which are reasonably incurred by reason of executing this Warrant; and we thereby undertake not to hold you accountable for goods forcibly or clandestinely removed from the premises following their being made secure.
- 3) I represent that I am authorised to provide these instructions on behalf of the Landlord and will be bound by the terms of this Agreement.

NB: Late payment charges will be applied to all our overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (As Amended).

Signed: _____

Date _____

Position _____

What Next?

We can accept your instructions by Email, or Post, or via Fax - we will send you a confirmation of receipt.

Email - Please send scans of this completed form and any relevant documents and email as attachments to crar@elliottdavies.com

Post - Please post the original form (retain a copy for your own records) together with any copies of relevant documents to:

**Court Enforcement Services,
PO Box 396,
Loughton,
IG10 9GL**

Fax- Please send the completed instruction form together with any other relevant documents via Fax to 0343 504 1608