

# Commercial Property Service Charge & Insurance Arrears Form 1/5

IMPORTANT: before completing this form please read the following:

- Have the Arrears 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

Call us on 0343 504 1606 if you need assistance at any stage.

This instruction is your sufficient notice to commence enforcement action by issuing a compliance letter and further enforcement action where there is non-compliance, as the law directs.

**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**

# Commercial Property Service Charge & Insurance Arrears Form 2/5

## Landlord's Details

**Landlord's Name**

**Landlord's Address**

  
  

**Landlord's Postcode**

**Landlord's Telephone Number**

**Date of Authorisation**

## Bank Account for Payments

**Account Name**

**Account Number**

**Sort Code**

## Debtor's Details The party that owes the money.

**Name of Tenant**

**Address of Premises**

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

  
  

**Postcode**

**Debtor's Email**

**Debtor's Contact Number**

If known

# Commercial Property Service Charge & Insurance Arrears Form 3/5

## Billing Address

Same as previous?

**Address of Premises**

*as appears on the Lease being the commercial premises at which Service Charges & Insurance Arrears Recovery may be exercised*

  
  

Town/City

Postcode

## Details of Service Charges & Insurance to be Collected

**Amount of Service Charges & Insurance owed (£)**

**Amount of Interest owed (£)**

**Other Amounts owed (£)**

**Total Amount to be collected (£)**

**Amount of VAT owed (£)**

**Daily Rate of Interest (%)**

**Amount of Interest owed (£)**

**Arrears Date Applies From**

*Beginning of Period to which this rent relates*

**Arrears Date Applies To**

*Ending period ending to which this rent relates*

### Additional Instructions

# Commercial Property Service Charge & Insurance Arrears Form 4/5

## Other documents

### Please attach any required supporting documents:

- For example a copy of the Statement of Arrears and Tenancy/Service Agreement if available, plus Additional Supportive Information.

## Authorisation

Please read the following sections carefully and tick the box to indicate your agreement.

### Terms and Conditions

- 1) To exercise Court Enforcement Services Limited Letter Before Action to Writ process for the Recovery of Service Charge, Insurance and Costs as the Law directs.
- 2) This shall be your sufficient authority and indemnification against all actions at Law, as well as against all costs, charges or expenses which you may incur or be liable to pay by reason of your executing this enforcement, in accordance with our published fee schedule and any other expenses in instructing third parties. Fee Schedules
- 3) We hereby undertake not to hold you accountable for any goods forcibly or clandestinely removed.
- 4) Should any cheque or credit card payment collected by you, be recalled by the bank or credit card company after you have paid funds over to us, and for reasons beyond your control, we shall repay those funds to you immediately and deem that any Service Charge and Insurance Arrears and other sums due under the lease that these Arrears be still unpaid.
- 5) We acknowledge that should a case fail after enforcement, we will be responsible for the court fees and associated costs incurred at the issue of the claim.
- 6) I represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

# Commercial Property Service Charge & Insurance Arrears Form 5/5

## 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@courtenforcementservices.co.uk](mailto:crar@courtenforcementservices.co.uk)

**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