

Commercial Schedule of Fees

Costs subject to current rate of VAT



PRICING SCHEDULE

1. COMMERCIAL SERVICES

COMMERCIAL RENT ARREARS

	Fee
In accordance with Commercial Rent Arrears Recovery regulations (CRAR), you are legally able to instruct Court Enforcement Services Ltd once the tenant is 7 days in arrears.	£0 *
(i) Upon receipt of instructions we will issue a notice of enforcement on the same day giving the tenant 7 clear days' notice prior to the attendance of our Enforcement Agent within accordance of the Taking Control of Goods Regulations 2013.	
(ii) Once at the premises, the Enforcement Agent requests payment of the outstanding amounts from the tenant. If payment is not forthcoming the Enforcement Agent will take an inventory of all goods found on or about the premises to cover the arrears.	
(iii) The tenant is then invited to enter into a controlled goods agreement for a period of 5 days allowing the goods subject to the agreement to remain on the premises while protecting the landlord's position. Or to a specific timetable agreed by the client.	
(iv) If payment is not received within the prescribed time, the Enforcement Agent deliver a notice of his intention to re-enter the property 2 clear days before attending the premises together with a removal vehicle with a view to removing the goods subject to the controlled goods agreement. This usually elicits payment form the tenant. In the unlikely event that the tenant is still unwilling to settle the arrears, the goods removed are submitted to public auction and the arrears, together with our reasonable costs, are deducted from the proceed of sale.	
(v) Upon receipt, cleared funds are dispatched to the client promptly together with a detailed statement of all costs and charges.	
*These charges are collectable from the tenant when we attend, if instructed by you.	

SCHEDULE OF FEES AND CHARGES - COMMERCIAL RENT RECOVERY

Statutory Fees, Charges and Expenses

In accordance with Taking Control of Goods (Fees) Regulations 2014

STAGE	AMOUNT £
Compliance Stage (Administration Fee)	£75.00
Enforcement Stage Commercial Rent Arrears Recovery Only	£235 + if debt is above £1500 7.5% of the amount above £1500
Remove Stage Commercial Rent Arrears Recovery only	£110 + if the debt is above £1500 7.5% of the amount above £1500
Where Removal and sale takes place	
Storage Costs	Actual costs
Locksmiths Costs	Actual costs
Any relevant Court Application fees	Actual costs
Auctioneers costs where the sale is held on the Auctioneers premises	
Auctioneers Commission	Not exceeding 15% of the sum realised
Auctioneers out of pocket expenses	Actual costs
Reasonable Advertising costs	Actual costs
Auctioneers costs where the sale is held on other premises	
Auctioneers Commission	Not exceeding 7.5% of the sum realised
Auctioneers out of pocket expenses	Actual costs
Reasonable Advertising Costs	Actual costs
Internet auction costs	Actual costs
In some circumstances exceptional costs will apply	Agreed by Court

REPOSSESSION - COMMERCIAL PROPERTY

Fee

In the majority of cases, commercial leases give the landlord the right to terminate a tenant's lease without using court procedures, if the tenant is in breach of the lease.

£450*

The lease may be forfeited by peaceably entering the premises, changing the locks, displaying notices of forfeiture of the premises, and making an inventory of all valuable goods.

* Plus locksmith charges

EVICITION'S - COMMERCIAL PROPERTY / PRIVATE LAND

Private Land – Common Law

Under the Common Law Rights a Landlord has the ability to authorise Court Enforcement Services to remove illegal occupants from their private land. By completing a 'Court Enforcement Services Repossession Form' our enforcement agents take occupation of the land, alongside the travellers.

Following receipt of instructions the enforcement agents attend the site or property to complete a risk assessment and serve a notice of eviction. Evictions are generally arranged for 13:00 hours the next day - providing CES with sufficient time to assess the situation, whilst notifying the police to be on standby to prevent any breach of peace.

Typically after verbal persuasion the trespassers leave, rarely requiring the use of removal trucks, although their presence aids a peaceable departure. It is advisable that the site be secured on the eviction day, preventing further trespassers from entering the site and to avert vacated trespassers. This is achieved by creating 'bundling' or 'siteing' of concrete blocks in the access areas.

	Fee
Risk Assessment:	£375
In accordance to the Risk Assessment	
Attendance to Repossess/Repossession Fee:	£450
Agent Charges per hour per EA:	£90
(Charged at a minimum of three hours including travelling time)	
Process Serve	£25 per notice

Plus third party charges such as locksmiths, tow trucks & specialist removal equipment if required.

Due to Health & Safety requirements, we can have no fewer than three Enforcement Agents on the site at any time during the eviction, or two on site during the Risk Assessment.

Trespassers / Occupants on Local Authority Land

Due to varying statutory responsibilities upheld from one authority to another, a separate approach is required in this circumstance. Generally a visit is made to the site and a questionnaire is completed by the enforcement agent to gain intelligence on the site and occupants.

A policy document from the instructing authority may need to be served on each makeshift dwelling including caravan and adult. A second visit on the same day may be required and a further questionnaire may need completion. This is an attempt to meet as many occupants in the group as possible. The questionnaires are faxed or delivered to the Authority and a decision to take action is forthcoming from their legal department.

Before the enforcement team carry out an eviction, formal instructions are established and local police are consulted of intended actions. The occupants may possibly be provided with a 24-hour notice to vacate the site.

	Fee
Risk Assessment:	£375
In accordance to the Risk Assessment	
Attendance to Repossess/Repossession Fee:	£450
Agent Charges per hour per EA:	£90
(Charged at a minimum of three hours including travelling time)	
Process Serve	£25 per notice

Plus third party charges such as locksmiths, tow trucks & specialist removal equipment if required.

Due to Health & Safety requirements, we can have no fewer than three Enforcement Agents on the site at any time during the eviction, or two on site during the Risk Assessment

Commercial 'Squatters'

This situation is dealt with in a similar manner to trespassers on Private Land. Police should be present on the day, as experience has demonstrated volatile and unpredictable behaviour of individuals involved in this type of activity. The landlord or enforcement agent should then make arrangements for a 'building team' to be in attendance, securing the premises from re-entry, once eviction has been completed.

Access into the premises should be gained with the Risk Assessment use of minimal force, entry through locked doors should invariably be via a locksmith. Accordingly trespassers cannot allege the use of excessive force. Upon entry, persuasive tactics are employed, encouraging the squatters to leave. If this option is repudiated enforcement agents should place their possessions outside the property, leaving them no option but to vacate. This can be a lengthy operation, but necessary to avoid confrontation.

Enforcement Agents should have in their possession at the time of the eviction an advice sheet on 'Eviction of Squatters - The Law'. Helping clarify the legal circumstances and providing specialist information to the police in attendance.

	Fee
Risk Assessment:	£375
In accordance to the Risk Assessment	
Attendance to Repossess/Repossession Fee:	£450
Agent Charges per hour per EA:	£90
(Charged at a minimum of three hours including travelling time)	
Process Serve	£25 per notice

Plus third party charges such as locksmiths, tow trucks & specialist removal equipment if required.

Due to Health & Safety requirements, we can have no fewer than three Enforcement Agents on the site at any time during the eviction, or two on site during the Risk Assessment.

Commercial Fly Traders

These individuals are dealt with in the same manner as commercial squatters, after receiving a Repossession Order from a landlord or agent, except no prior notice is given.

Peaceable access into the premises is simple, as the premises are open to the public during trading hours. Once enforcement agents have gained full entry into the building, an assessment of the situation should be prepared, including the number of occupants and the size of the property, before serving a notice to cease trading immediately.

Enforcement agents or attending landlords are entitled to immediately shut off electricity and water supplies. Whilst builders should start shuttering up the windows of the premises from the inside. A locksmith should be present to renew the locks. Once the utilities are stopped and power is disconnected, it is not prolonged before the traders concede defeat.

At least one enforcement agent should remain present whilst the trader organises transport to vacate all goods off the premises. Once cleared, notices should be placed in prominent positions confirming that property has been repossessed. This not only calls attention to the enforcement activity, but also elucidates the situation to dissatisfied patrons attempting to return any purchases.

	Fee
Risk Assessment:	£300
In accordance to the Risk Assessment	
Attendance to Repossess/Repossession Fee:	£450
Agent Charges per hour per EA:	£90
(Charged at a minimum of three hours including travelling time)	
Process Serve	£25 per notice

Plus third party charges such as locksmiths, tow trucks & specialist removal equipment if required.

Due to Health & Safety requirements, we can have no fewer than three Enforcement Agents on the site at any time during the eviction, or two on site during the Risk Assessment.

2. TRACING

	Fee
<p>Upon receipt of the account details, we will export data Via a number of software applications performing a range of desktop processes. All this information will be Collated and confirmed by our dedicated trace operatives.</p>	
Positive Trace desktop	£35
Negative Trace	£0
<p>We are able to offer bespoke tracing to include the above, surveillance and doorstep visits</p>	POA
International Trace	POA
Verification visit	POA

3. PRE LEGAL - PRE SUE REPORTS

	Fee
<p>Upon receipt of the account details, we will export data Via a number of software applications performing a range of desktop processes, the emphasis will be on assets and employment information. This enables us to provide you with an accumulative risk assessment which will advise you whether legal activity should take place.</p>	£70
<p>The report will advise you of the potential of payment being made on a successful outcome.</p>	

4. SERVING LEGAL DOCUMENTS

	Fee
Process Serving	£89
A personally delivered document to the addressee, These documents could include;	
<ul style="list-style-type: none">✓ Writs✓ Statutory Demands✓ Charging Orders✓ Bankruptcy petitions	
Affidavit of Service	£15
Witness Statement of Service	£0
	* Plus disbursements



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