

# 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

Call us on 0343 504 1606 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**

# Forfeiture of Lease Form

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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?**

*Please tick*

Yes

No

**Type of Shutters**

*Please tick, if other please state*

Manually Operated

Electric

**Other Type of Shutters**

*Please provide further information*

**Additional Instructions**

**PO No. (if applicable)**

# Forfeiture of Lease Form 3/3

## 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@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