

# Commercial Rent Arrears Recovery (CRAR) Form 1/5

IMPORTANT: before completing this form please read the following:

- Have the Rent 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.

AUTHORISATION TO ENFORCEMENT AGENT TO EXERCISE CRAR ON THE LANDLORD'S BEHALF AND TO TAKE CONTROL OF GOODS – SECTION 73(8) OF THE TRIBUNALS, COURTS AND ENFORCEMENT ACT 2007 AND REGULATION 51 OF THE TAKING CONTROL OF GOODS REGULATIONS 2013

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 Rent Arrears Recovery (CRAR) 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 Rent Arrears Recovery (CRAR) Form 3/5

## Details of Rent to be Collected

**Amount of pure rent owed (£)**

**Daily Rate of Interest (%)**

**Amount of VAT owed (£)**

**Rent Date Applies From**   
*Beginning of period to which  
this rent relates*

**Amount of Interest owed**

**Rent Date Applies To**   
*Ending period to which this rent relates*

**Total Amount to be collected (£)**

### Additional Instructions

*Including any information such as further addresses to attend at and details of any specific asset of debtor, etc.*

# Commercial Rent Arrears Recovery (CRAR) Form <sup>4/5</sup>

## Other documents

**Please attach:**

A copy of the Rent Demand Statement (if available)

## Authorisation

**Terms and Conditions**

- 1) To exercise CRAR (Commercial Rent Arrears Recovery) pursuant to Section 73(8) of the Tribunals, Courts and Enforcement Act 2007 and the Taking Control of Goods Regulations 2013, for the recovery of the rent and enforcement 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.
- 3) We hereby undertake not to hold you accountable for any goods forcibly or clandestinely removed.
- 4) Enforcement fees in relation to CRAR are regulated by the Taking Control of Goods (Fees) Regulations 2014 and we charge VAT at the appropriate rate. Where a payment arrangement is entered into (with a debtor or third party), we will retain the compliance fee of £75 + Vat first of all pursuant to the Taking Control of Goods (Fees) Regulations 2014. The remaining monies collected will be distributed proportionally between Court Enforcement Services Limited and the Creditor on a pro-rata basis (again pursuant to the Taking Control of Goods (Fees) Regulations 2014) in payment of the enforcement fees and the amount due to the Creditor.
- 5) The Instructing Client must ensure that Court Enforcement Services Limited are notified immediately if a payment is received directly from the Debtor and/or a settlement has been agreed in order that a pro-rata calculation or apportionment of the enforcement fees can be applied, again pursuant to the Taking Control of Goods (Fees) Regulations 2014.
- 6) 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.

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

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

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

# Commercial Rent Arrears Recovery (CRAR) 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