

## Commercial Rent Arrears Recovery (CRAR) Form

**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

Email us at [clientservices@highcourtwritrecovery.co.uk](mailto:clientservices@highcourtwritrecovery.co.uk) if you need assistance at any stage.

**\*Required**

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)

### Contact Details

**Are you the:\***

solicitor/barrister

landlord or

agent

**Is the landlord VAT registered? \***

Yes

No

**Your Full Name\***

**Company name**

**Company registration no** if applicable

**Address\***

**Town\***

**Postcode\***

**Telephone no\***

**Email\***

**Date Authorised by Landlord**

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**Landlord's Details** you do not need to complete this if you are the landlord

**Landlord's Name**

**Landlord's Address**

**Town**

**Postcode**

**Telephone no**

### Bank Account for Payments

**Account Name\***

**Bank Name**

**Bank Account Number** (numbers only) \*

**Bank Sort Code** (Format 99-99-99) \*

**Tenant/Debtor 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

**Town\***

**Postcode\***

**Debtors Email**

**Debtor Telephone No** if known

**Type of premises**

Shop

Warehouse

Office

**Other** Please specify

## Commercial Rent Arrears Recovery (CRAR) Form

### Details of Rent to be Collected

Amount of pure rent owed £

Amount of VAT owed £

Rent Date Applies From

Beginning of period to which this rent relates

Total Amount to be collected £

Daily rate of interest (%)

Amount of Interest owed £

Rent Date Applies To

Ending period to which this rent relates

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

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### 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
3. executing this enforcement, in accordance with our published fee schedule and any other expenses in instructing third parties.
4. We hereby undertake not to hold you accountable for any goods forcibly or clandestinely removed.
5. 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 High Court Writ Recovery and the Creditor on a pro-rata basis
6. (again pursuant to the Taking Control of Goods (Fees) Regulations 2014) in payment of the enforcement fees and the amount due to the Creditor.
7. The Instructing Client must ensure that High Court Writ Recovery are notified immediately
8. 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.
9. 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.

I agree to the terms and conditions. \*

**Signature\***

**Date\***

**Position**

## Commercial Rent Arrears Recovery (CRAR) Form

### What Next?

We can accept your instructions by Email or Post - 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 [instructions@highcourtwritrecovery.co.uk](mailto:instructions@highcourtwritrecovery.co.uk)

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

High Court Writ  
Recovery, PO Box 816  
Waltham Abbey, EN8 1RG

Email us at [clientservices@highcourtwritrecovery.co.uk](mailto:clientservices@highcourtwritrecovery.co.uk) if you need assistance at any stage.

Print

Clear

Save