

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 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)

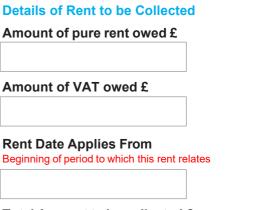
Contact Details		
Are you the:* solicitor/barrister	landlord or	agent
Is the landlord VAT registered? * Yes	No	
Your Full Name*		_
Company name		
Company registration no if applicable	9	
Address*		
Town*		Postcode*
Telephone no*		Email*
Date Authorised by Landlord		



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 comr	norcial promises at which CPAP may be exercised
Address of Fremises As appears on the Lease being the com	
Town*	Postcode*
Debtors Email	Debtor Telephone No if known
Type of premises Shop Warehouse Office	
Other Please specifiy	





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.



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.

Signature*

I agree to the terms and conditions.*

Date*

Position



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

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 if you need assistance at any stage.

Print

Clear

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