

# 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

Email us at [clientservices@highcourtwritrecovery.co.uk](mailto:clientservices@highcourtwritrecovery.co.uk) 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 2/3

## Landlord's Details

**Landlord's Name**

**Landlord's Address**

  
  

**Landlord's Postcode**

**Landlord's Contact Number**

**Date of Authorisation**

## Tenant's Details

**Name of Tenant**

**Address of Premises**

  
  

**Postcode**

**Date of Lease**

**Reason for Forfeiture**

**Additional Instructions**

# Forfeiture of Lease Form 3/3

## Authorisation

### Terms and Conditions

- 1) We hereby authorise High Court Writ Recovery 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) Where our agents have been forced to withdraw from an enforcement action due to circumstances outside of our control, for any reason whatsoever including but not limited to the Client standing us down on site, the site being vacant on our attendance or the Police issuing instructions to withdraw, our fees for attendance and time spent on site remain payable as quoted.
- 4) Where our planned attendance is delayed or cancelled by you or any other party, once our Enforcement Agents have already mobilised to site but not yet arrived, we reserve the right to charge 50% of any fees we have already quoted to you for the aborted attendance.
- 5) 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:** \_\_\_\_\_

## 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@highcourt writrecovery.co.uk](mailto:instructions@highcourt writrecovery.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@highcourt writrecovery.co.uk](mailto:clientservices@highcourt writrecovery.co.uk) if you need assistance at any stage.