

Commercial Property Service Charge & Insurance Arrears Form

IMPORTANT: before completing this form please read the following:

- Have the 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**

This instruction is your sufficient notice for us to commence and send the debtor a letter before action.

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*

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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) *

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

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Billing Address

Same as previous

Address

Town

Postcode

Details of Service Charges & Insurance to be Collected

Amount of service charges & insurance owed £

Daily rate of interest (%)

Other amounts owed £

Amount of Interest owed £

Amount of VAT owed £

Total Amount to be collected £

Arrears Date Applies From

Beginning of period to which this rent relates

Arrears 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 any required supporting documents::

For example a copy of the Statement of Arrears and Tenancy/Service Agreement if available, plus Additional Supportive Information.

Authorisation

Please read the following sections carefully and tick the box to indicate you agreement.

Terms and Conditions

- 1) To exercise High Court Writ Recovery Letter Before Action to Writ process for the Recovery of Service Charge, Insurance and 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. Fee Schedules
- 3) We hereby undertake not to hold you accountable for any goods forcibly or clandestinely removed.
- 4) Should any cheque or credit card payment collected by you, be recalled by the bank or credit card company after you have paid funds over to us, and for reasons beyond your control, we shall repay those funds to you immediately and deem that any Service Charge and Insurance Arrears and other sums due under the lease that these Arrears be still unpaid.
- 5) We acknowledge that should a case fail after enforcement, we will be responsible for the court fees and associated costs incurred at the issue of the claim.
- 6) I represent that I am authorised to provide these instructions on behalf of the creditor 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).

I agree to the terms and conditions. *

Signature*

Date*

Position

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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

Save