



Civil Enforcement Agents
Fax: 01527 – 504020

FORFEITURE AUTHORISATION

To:- Bristow & Sutor of Bartleet Road, Washford, Redditch, Worcestershire, B98 0FL
or whosoever they may authorise.

I or (We) do hereby authorise you to take possession of the property situate at:

Address:

.....

.....PostCode:

Currently occupied by: (Tenant's name)

I/we do hereby agree to indemnify you against any fees, charges or damages arising out of any proceedings in which you may be involved as a result of executing my/our instructions and also undertake not to hold you accountable for any goods forcibly or clandestinely removed by others.

I/we acknowledge that I am bound by your Terms & Conditions and Fees that have been supplied to me or are available for inspection and that this instruction is binding.

I/we understand that cancellation of the instructions will result in cancellation/arrangement fees being charged, actions incurred to include but not limited to time and materials, administration fees, 3rd party costs e.g. locksmiths.

I/we confirm that the right of forfeiture is written into the lease under clause:
and that the lease is a commercial, not a residential tenancy agreement.
(Please attach a copy of the relevant clause in the lease)

Date Lease Commenced:

Please provide any other relevant information e.g. hours of access/trade:-

.....
.....

If you are signing this form as agent for the Landlord please confirm that you have their full authority to instruct us on their behalf. Confirmed YES / NO

Dated this.....day of.....20.....

Name (in capitals)..... Signed.....

Position.....

Address.....

.....

Telephone No.....Email:

Landlord's full name and address if different from above:.....

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FORFEITURE TERMS OF BUSINESS

COMMERCIAL AND INDUSTRIAL RENT

GENERAL

Costs are payable by you for our services and charges and are charged at an hourly rate for each member of staff involved. A mileage charge will be made for travelling to and from Redditch. If photographs or video of the interior is required, this will be charged for in addition to the above.

DISBURSEMENTS

If services of locksmiths or other specialist contractors are required, they will be payable by you, on our invoice.

CANCELLED INSTRUCTIONS

The cancellation of instructions will result in cancellation/arrangement fees being charged, actions incurred including but not limited to time and materials, administration fees, 3rd party costs e.g. locksmiths.

VALUE ADDED TAX

As required by law, V.A.T. will be charged at the standard rate applicable on the charges for services rendered.

ACCOUNTING

All monies collected in respect of rent are accounted for to the landlord or his agent as soon as possible after the distraint has been settled. This payment can be sent by cheque or BACS if bank details are provided.