



# Commercial Rent Arrears and Recovery (CRAR) Instruction form

To authorise The Sheriffs Office simply complete this form and post, or scan and email it to:

**The Sheriffs Office,**

141 Walter Road, Swansea, SA1 5RW

**DX:** 52966 Swansea

**E:** [commercialservices@thesheriffsoffice.com](mailto:commercialservices@thesheriffsoffice.com)

**T:** 01792 450033

**F:** 0333 003 5120

\*Required fields

## CONTACT DETAILS

Are you an existing client?\*

Yes No

Are you the solicitor/barrister, landlord or agent?\*

Solicitor/barrister Landlord Agent

Is the landlord VAT registered?\*

Yes No

Company name

Company registration no (if applicable)

Address\*

Town / city\*

County\*

Postcode\*

DX (if applicable)

Telephone no\*

Email address\*

Your reference

Additional information (i.e. fax, email, mobile, car or asset details)

## LANDLORD DETAILS

Title\* First name\*

Surname\*

Trading name (if applicable)

## TENANT DETAILS

I/We do hereby authorise you to distrain the goods and chattels of:

Title\* First name\*

Surname\*

Trading name (if applicable)

## ADDRESS OF TENANT

On the premises now in his/her/their possession, situated at:

Address\*

Town / city\*

County\*

Postcode\*

Type of premises

Shop Warehouse Office Other

If other, please specify

Opening hours are from to



### COMMERCIAL RENT ARREARS DETAILS

**PLEASE NOTE:** You are not able to use commercial rent arrears recovery to collect service charges or insurance. You can only instruct The Sheriffs Office to collect rent arrears.

**Have you previously attempted to effect CRAR or forfeiture under the current lease?**

**Yes**                      **No**

If yes, please provide details

**Being Rent**

**For the sum of (£)\***

**Date Rent Due\***

**Date amount covers up until\***

**For the period**

**Starting**                      /                      /                      (day/month/year)

**Ending**                      /                      /                      (day/month/year)

For doing so this shall be sufficient warrant of authority, and I further undertake to hold you harmless in respect of the said Commercial Rent Arrears Collection instruction and from all legal proceedings connected therewith.

### DECLARATION

I/we confirm that the rent due is not exempted by the Commercial Rent (Coronavirus) Act 2022

I have read the terms and conditions, available at [thesheriffsoffice.com/terms](https://thesheriffsoffice.com/terms)

I agree to the terms and conditions and confirm that to the best of my knowledge the contents of the form are true.

Please send me your monthly newsletter, details of eBooks, webinars and events. I acknowledge that I can unsubscribe at any point by clicking on the "unsubscribe" link in the email. Please read our [privacy policy](#).

**Please send a copy of the lease with this form**

**Signature\***

**Date\***