

FORFEITURE OF LEASE INSTRUCTION FORM

*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

Title* First name*

Surname*

Company name

Company registration number (if applicable)

Address*

Town / city*

County*

Postcode* DX (if applicable)

Your reference (if applicable)

Telephone*

Email address*

To request our services simply complete this form and submit it by the email button, print and post, or scan and email it to:

High Court Enforcement Group

141 Walter Road

Swansea SA1 5RW

DX: 52966 Swansea

E: commercialservices@hcegroup.co.uk

T: 01792 450031

ADDRESS FOR FORFEITURE

Name of tenant*

Trading as*

Address*

Town / city*

County*

Postcode*

Trading

Yes No

Opening hours from to

LANDLORD DETAILS

Title* First name*

Surname*

Trading name (if applicable)

Address*

Town / city*

County*

Postcode*

LEASE DETAILS

Lease start date*

Date of the breach*

/ / (day/month/year)

Is the tenancy excluded from the Landlord and Tenant Act?*

Yes No

PLEASE NOTE: to effect the use of forfeiture, the lease must have a forfeiture clause and the relevant period must have elapsed (usually 21 days). We will require a copy of the lease with this form.

FORWARDING ADDRESS FOR KEYS/INVOICE

Address*

Town / city*

County*

Postcode*

Additional Information (i.e. fax, email, mobile)

PROPERTY DETAILS

What type of property is occupied?*

Shop Commercial unit Compound
Food outlet Other

Are you aware of any previous forfeiture attempts?

Yes No

If you have answered yes, please provide details

PROPERTY DETAILS CONT.

Have you any photographs or site plans of the property?

Yes No

If yes, please email the pictures to our office quoting the address to commercialservices@hcegroup.co.uk

Is the property alarmed?

Yes No Unknown

If yes, do you have a code?

Would you like HCE Group to arrange a locksmith/security to secure the land/premises?

Yes, I wish for HCE Group to arrange a locksmith

No, I will arrange my own locksmith

Yes, I wish for HCE Group to arrange security

No, I will arrange my own security

If a building, do you wish the property to be shuttered?

Yes, I wish for HCE Group to arrange shuttering

Yes, I will arrange my own shuttering

No, I do not require shuttering

Is there a communal access door?

Yes No

If yes, do you have access?

Yes No

Are there any animals or hazardous materials at the address that we need to be made aware of?

Yes No Unknown

If you have answered yes, please provide details

PROPERTY DETAILS CONT.

Have there been any threats of violence made to any party?

Yes

No

If you have answered yes, please provide details

Who will be attending the forfeiture to sign over vacant possession and accept the new keys?

It is crucial that, once the possession has been concluded, we sign off the instruction

If an agent or estate agent is being used, please provide their details below.

Name

Company

Telephone no.

Mobile no.

DECLARATION

Upon receipt of your instructions one of our Commercial and Eviction Services Team will contact you to discuss your instruction and our charges for doing so.

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 hcegroup.co.uk/terms-and-conditions

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](#).

Signature*

Date*