



High Court Solutions

EFFECTIVE IN ENFORCEMENT

REMOVAL OF SQUATTER INSTRUCTION FORM

Please return form to: High Court Solutions, CWG House, Market Rasen, Lincolnshire LN8 3HA
OR Email to repo@highcourtsolutions.co.uk

*Please make payment of OUR INVOICE directly into the account:-
High Court Solutions, Sort Code: 40-30-26 Account No: 51493183 Ref: "Debtor name/Invoice"*

Large or Communal type Premises may require an initial surveillance investigation for which there is an additional charge which is required to be paid directly into the account above prior to undertaking.

Instruction for High Court Solutions to take action		Our Ref:	
Instruction from:			
Contact Name:			
Company Name:			
Address:			
Postcode:			
Email Address:			
Telephone:			
Claimant (Landlord or Landowner) Details:			
Landlord Name:			
Address:			
Postcode:			
Email:			
Telephone			
Defendant (Tenant or Squatter etc.) Details:			
Tenant Name:			
Address:			
Postcode:			
Email:			
Telephone			
Relating to the following Premises or Land:			
Address:			
Postcode:			
Opening Hours:	From:		To:
Trading:	Yes:		No:
Type of premises:	Warehouse		Office
	Retail		Food Outlet
Grid Reference if Known:			

Please Provide the following information where applicable:	
Are there any details of the debtor on the internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No [Please tick as appropriate]
How many caravans / Vehicles are there ?	
How long have they been there?	
Are there any Children? <i>if yes please enter the number</i>	
Are you aware of anyone undergoing medical treatment based on the site? (NB : this may cause a 5 day delay)	
Has a Gypsy Liaison Officer been in contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No [Please tick as appropriate]
If yes above, What have they said:	
Are there any Police Logs	<input type="checkbox"/> Yes <input type="checkbox"/> No [Please tick as appropriate]
If yes above please ensure we have details:	

Please provide name for premises Window notice	
Please provide telephone no. for premises Window notice	
Is there any particular day you wish us to effect repossession ?	
It is preferable that you provide your own locksmith – please provide details	
WHO SHOULD THE NEW KEYS BE GIVEN TO ?	
If absolutely necessary we can arrange locksmith, how many locks, and what type will be required ?	

Authorisation and Signature:	
I/We instruct and authorise High Court Solutions and/or their instructed agent to change the locks, display any necessary notices of determination as required.	
I/We authorise High Court Solutions and/or their agent to affect Repossession.	
By signing this authorisation you hereby agree to be bound by the terms and conditions as published on our website. Furthermore in signing this authority you hereby indemnify us/or our agent against any/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 the Warrant and hereby undertake not to hold High Court Solutions, their employees or appointed Agents accountable for any costs or goods forcibly or clandestinely removed following the premises being made secure.	
Once you have signed the authority and a date has been arranged for attendance, should you cancel our fees are non-refundable.	
Print Name:	Signed:
Date:	(Day/Month/Full Year)

NOTE:

PLEASE NOTE THAT IF YOU REQUIRE US TO RE-ATTEND i.e. PROPERTY IS UNFURNISHED AND NEEDS ATTENDANCE FOR TENANT TO REMOVE THEIR ITEMS THERE IS AN ADDITIONAL CHARGE OF £400+VAT, PLUS TRAVEL