



# High Court Solutions

EFFECTIVE IN ENFORCEMENT

## COMMERCIAL LEASE FORFEITURE / REPOSSESSION INSTRUCTION FORM

Please return form to: High Court Solutions, CWG House, Market Rasen, Lincolnshire LN8 3HA  
**OR** Email to [admin@highcourtsolutions.co.uk](mailto:admin@highcourtsolutions.co.uk)

*Please make immediate payment directly into the account to allow us to process your instructions:-  
High Court Solutions, Sort Code: 40-30-26 Account No: 51493183 Ref: "Debtor name-Invoice No"*

Large or Communal type Premises may require an initial surveillance investigation for which there is an additional charge of £200.00+VAT (at current rate) which is required to be paid directly into the account above.

**I/We hereby instruct HIGH COURT SOLUTIONS and/or their authorised Agent to effect peaceable re-entry and thereby secure forfeiture of the Lease between:-**

Instruction for High Court Solutions to take action		Our Ref:		
<b>Instruction from:</b>				
Contact Name:				
Company Name:				
Address:				
Postcode:				
Email Address:				
Telephone:				
<b>Landlord Details:</b>				
Landlord Name:				
Address:				
Postcode:				
Email:				
Telephone				
<b>Tenant Details:</b>				
Tenant Name:				
Address:				
Postcode:				
Email:				
Telephone				
<b>Relating to the following demised premises:</b>				
Address:				
Postcode:				
Opening Hours:	From:		To:	
Trading:	Yes:		No:	

Type of premises:	Warehouse		Office		Food Outlet	
	Retail		Other:			
Description: (i.e. door colour, neighbouring units, number of floors etc.)						
Common doors? Yes, there are common doors The above address Other (specify):						
Special Instructions:						
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 ?						
<b>Authorisation and Signature:</b>						
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 I/we hereby agree to be bound by the terms and conditions as published on High Court Solutions website. Furthermore in signing this authority I/we hereby indemnify High Court Solutions and/or their agent against any/all Actions at Law, as well as against all costs, charges or expenses which I/We may incur or be liable to pay by reason of High Court Solutions 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.						
<b>Once you have signed the authority and a date has been arranged for forfeiture, should you cancel our fees are non-refundable.</b>						
Print Name:			Signed:			
Date:			(Day/Month/Full Year)			
Attachments:	Please attached Copy of Page of Lease showing Forfeiture Clause		<input type="checkbox"/> Yes			
Other:						

**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**