

## FORFEITURE INSTRUCTION FORM

\*Required fields

### CONTACT DETAILS

Title\* First Name\*

Surname\*

Telephone\*

Email Address\*

### ADDRESS FOR FORFEITURE

Name\*

Address\*

Town / City\*

County\*

Postcode\*

### LANDLORD DETAILS

Title\* First Name\*

Surname\*

Trading Name\* (if applicable)

Address\*

Town / City\*

County\*

Postcode\*

Simply complete this form and post, fax or scan and email it to:

### High Court Enforcement Group

141 Walter Road

Swansea SA1 5RW

**DX:** 52966 Swansea

**E:** [commercialservices@hceggroup.co.uk](mailto:commercialservices@hceggroup.co.uk)

**T:** 01792 455 755

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

### LEASE DETAILS

Lease Start Date\*

### FORWARDING ADDRESS FOR KEYS/INVOICE

Address\*

Town / City\*

County\*

Postcode\*

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

### DECLARATION

Our charges for this service are £250 plus VAT plus locksmith charges and any additional expenses incurred.

Should the matter prove abortive we charge £100 plus VAT as an attendance fee.

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\*

## FORFEITURE

## INSTRUCTION FORM

### TERMS AND CONDITIONS

These terms will apply to all services provided by us to you, except as expressly varied by High Court Enforcement Group Limited (HCE Group).

#### DEFINITIONS

You, Your: the person to whom we are providing the service/s.

We: High Court Enforcement Group Limited are registered in England and Wales as a Limited Company: Company Number 04527630, Registered Office, Marine House, 2 Marine Road, Colwyn Bay, Conwy, LL29 8PH

#### ACCEPTANCE OF TERMS

By accessing the content of [www.hcegroup.co.uk](http://www.hcegroup.co.uk) ("the Website") you agree to be bound by the terms and conditions set out herein and you accept our privacy policy available at [www.hcegroup.co.uk](http://www.hcegroup.co.uk). If you do not agree to any of the terms and conditions set out in this agreement or the privacy policy you should not use our services on the Web site, these terms and conditions apply to written instructions also.

You agree to be fully responsible for any claim, expense, liability, losses, costs including legal fees incurred by us arising from any infringement of the terms and conditions set out in this agreement

Your authority gives High Court Enforcement Group Limited or their Agents to visit at the name and address supplied by you in order to effect forfeiture by peaceful entry and to change locks, display necessary termination notices as required and for so doing, this shall be a sufficient warrant, authority and indemnification against all actions at law, as well as all costs, charges or expenses which may reasonably be incurred by reason of your executing this warrant, and we hereby undertake not to hold you accountable for goods forcibly or clandestinely removed from the premises following your making them secure.

These terms will apply to all services provided by us to you, except as expressly varied by High Court Enforcement Group Limited (HCE Group).

#### CHARGES

For effective forfeiture our fee is £250 + VAT and an hourly rate of £100 + VAT excluding the 1st hour, plus locksmith charges and any additional expenses incurred. Should the matter prove abortive we charge £100.00 plus VAT for our attendance fee.

#### PAYMENT

Where the Payment Terms provide for fees to be charged, you will make all payments within 14 days of the invoice date, by cheque or bank transfer to our bank account, details of which are available on request.

#### INSTRUCTION/ SUBMISSIONS

In the event that you provide us with inaccurate information relating to the debtor's name or address and an attendance has been made, our attendance fee will be payable.