



## 24 Hour Bailiffs Limited Instruction Form

### AUTHORITY TO EFFECT FORFEITURE

We hereby authorise and empower you to peaceably re-enter and thereby affect forfeiture of the lease between:

Name of Tenant:

Premises situated and being at:

Type of Tenancy:  
(Lease, Licence etc.)

Type of Premises:  
(Shop, Office, Warehouse etc.)

Hours of Operation:

Name of Landlord:

Date of lease:

Re-entry clause:

As Authorised By:  
(Signature)

Name:

Address:

Telephone Number:

and to proceed therein to change locks, display necessary notices of determination as required, this shall be your sufficient warrant, authority and indemnification against 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 this instruction, and hereby undertake not to

hold you accountable for any goods forcibly or clandestinely removed following the premises being made secure.

I Confirm My Agreement to the Indemnity Clause Above:

As Authorised By:  
(Signature)

Please confirm the address where replacement keys are to be sent:

Any further instructions:

**INVOICE INFORMATION**

Name of Client:

For the attention of:

Address:

Your Reference:

**Please Note:** This information will not be used for any other purposes other than the instructions of the client and will not be passed on to any third party, agent or contractor without your prior written consent.

I confirm that the information provided above is true to the best of my knowledge. I confirm that on instructing 24 Hour Bailiffs Limited I am agreeing to their terms and conditions and agreed fees, as provided.

**SIGNED:** .....

**NAME:** .....

**DATED:** .....

**On completion of this instruction form, please return to 24 Hour Bailiffs Limited by email at [info@24hourbailiffs.com](mailto:info@24hourbailiffs.com) Should you have any queries regarding the questionnaire, please do not hesitate to contact us on 01227 750 966 and one of our specialist advisors will be happy to assist you.**