



# Regional Collection Services

## Certificated Bailiffs

- Debt Recovery
- Process Serving
- Investigations
- By Appointment to National and Local Government

### FORFEITURE AUTHORISATION

To:- **Regional Collection Services of 44 West Sunnyside, Sunderland, SR1 1BA, or whosoever they may authorise.**

We (or I) do hereby authorise you to take possession of property at:

Address:

.....

.....Post Code: .....

Currently occupied by tenant: ..... (*tenant's name*)

I/we do hereby agree to indemnify you against any fees, charges or damages arising out of any proceedings in which you may be involved as a result of executing my/our instructions and also undertake not to hold you accountable for any goods forcibly or clandestinely removed by others.

**I/we acknowledge that I am bound by your Terms & Conditions and Fees that have been supplied to me or are available for inspection and that this instruction is binding.**

**I/we understand that cancellation of the instructions will result in cancellation/arrangement fees being charged, actions incurred including but not limited to time and materials, administration fees, 3rd party costs e.g. locksmiths.**

I/we confirm that forfeiture is written into the lease under clause: ..... (*see footnote*)  
and that this lease is a commercial, not residential tenancy agreement.

(*Please attach copy of lease clause where possible*)

Lease Date: ..... (*insert lease date*)

Please provide relevant supporting information e.g. hours of access/trade: .....

.....

.....

Dated this.....day of.....20.....

Name (*in capitals*).....Signed.....Position.....

Address.....

.....

Telephone No.....Email:.....

Landlord's full name and address if different from above :.....

.....

***Insert forfeiture clause number & copy where possible OR insert signature in agreement***





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# FORFEITURE TERMS OF BUSINESS

## COMMERCIAL AND INDUSTRIAL RENT

### GENERAL

Costs are payable by you for our services and charges and are charged at an hourly rate for each member of staff involved. A mileage charge will be made for travelling to and from Sunderland. If photographs or video of the interior is required, this will be charged for in addition to the above.

### DISBURSEMENTS

If services of locksmiths or other specialist contractors are required, they will be payable by you, on our invoice.

### CANCELLED INSTRUCTIONS

The cancellation of instructions will result in cancellation/arrangement fees being charged, actions incurred including but not limited to time and materials, administration fees, 3rd party costs e.g. locksmiths.

### VALUE ADDED TAX

As required by law, V.A.T. will be charged at the standard rate applicable on the charges for services rendered.

### ACCOUNTING

All monies collected in respect of rent are accounted for to the landlord or his agent as soon as possible after the distraint has been settled. This payment can be sent by cheque or BACS if bank details are provided.

