The Sheriffs Office®

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The Sheriffs Office
Airport House, Purley Way
Croydon CR0 0XZ
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Authority to Effect Forfeiture

Our Ref: _____
For internal use only

❯ I/We hereby authorise The Sheriffs Office to effect peaceable re-entry and thereby secure forfeiture of the Lease between

Name of tenant: _____

Landlord: _____

Relating to the following demised premises:

Address: _____

_____

_____ Postcode: _____

Opening hours: From: _____ to: _____

❯ About the premiss

Type of premiss: ☐ Warehouse ☐ Office ☐ Food Outlet *(specify below)* ☐ Retail *(specify below)* ☐ Other *(specify below)*

_____

Description: *(i.e: door colour, neighbouring units, number of floors etc.)*

_____

_____

Common doors?: ☐ Yes, *there are common doors* ☐ No, *there is a dedicated door*

As allowed under clause

Relevant clause: _____

Dated: _____ / _____ / _____ *(day/month/year)*

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 authority; and we hereby undertake not to hold you accountable for goods forcibly or clandestinely removed from the premises following their being made secure.

❯ Details of landlord, solicitor or agent

Contact name: _____

Address: _____

_____ Postcode: _____

Contact Details: Telephone: _____ Fax: _____

❯ Instructions

Send keys to... ☐ The above address ☐ Other *(specify):* _____

_____

Address invoice to: _____

_____ Postcode: _____

Special instructions: _____

_____

Date: _____ / _____ / _____ *(day/month/year)* Signed: _____

Complete this form and send to: email: **sales@thesheriffsoffice.com** fax: **0845 688 9760**

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