



# Forfeiture of Lease Instruction form

To request our services simply complete this form and submit it by the email button, print and post or scan and email it to:

**The Sheriffs Office,**

141 Walter Road, Swansea, SA1 5RW

**DX:** 52966 Swansea

**E:** [commercialservices@thesheriffsoffice.com](mailto:commercialservices@thesheriffsoffice.com)

**T:** 01792 450033

**F:** 0333 003 5120

\*Required fields

CONTACT DETAILS

**Are you an existing client?\***

Yes                  No

**Are you the solicitor/barrister, landlord or agent?\***

Solicitor/barrister                  Landlord                  Agent

**Is the landlord VAT registered?\***

Yes                  No

**Title\***                  **First name\***

**Surname\***

**Company name**

**Company registration number** (if applicable)

**Address\***

**Town / city\***

**County\***

**Postcode\***                  **DX** (if applicable)

**Your reference** (if applicable)

**Telephone\***

**Email address\***

ADDRESS FOR FORFEITURE

**Name of tenant\***

**Trading as\***

**Address\***

**Town / city\***

**County\***

**Postcode\***

**Trading**

Yes                  No

**Opening hours from**                  **to**

LANDLORD DETAILS

**Title\***                  **First name\***

**Surname\***

**Trading name** (if applicable)

**Address\***

**Town / city\***

**County\***

**Postcode\***



### LEASE DETAILS

**Lease start date\***

**Date of the breach\***

/ / (day/month/year)

**Is the tenancy excluded from the Landlord and Tenant Act?\***

Yes No

**PLEASE NOTE:** to effect the use of forfeiture, the lease must have a forfeiture clause and the relevant period must have elapsed (usually 21 days). We will require a copy of the lease with this form.

### FORWARDING ADDRESS FOR KEYS/INVOICE

**Address\***

**Town / city\***

**County\***

**Postcode\***

**Additional Information** (i.e. fax, email, mobile)

### PROPERTY DETAILS

**What type of property is occupied?\***

Shop Commercial unit Compound  
Food outlet Other

**Are you aware of any previous forfeiture attempts?**

Yes No

If you have answered yes, please provide details

### PROPERTY DETAILS CONT.

**Have you any photographs or site plans of the property?**

Yes No

If yes, please email the pictures to our office quoting the address to [client@thesheriffsoffice.com](mailto:client@thesheriffsoffice.com)

**Is the property alarmed?**

Yes No Unknown

**If yes, do you have a code?**

**Would you like The Sheriffs Office to arrange a locksmith/security to secure the land/premises?**

Yes, I wish for The Sheriffs Office to arrange a locksmith

No, I will arrange my own locksmith

Yes, I wish for The Sheriffs Office to arrange security

No, I will arrange my own security

**If a building, do you wish the property to be shuttered?**

Yes, I wish for The Sheriffs Office to arrange shuttering

Yes, I will arrange my own shuttering

No, I do not require shuttering

**Is there a communal access door?**

Yes No

**If yes, do you have access?**

Yes No

**Are there any animals or hazardous materials at the address that we need to be made aware of?**

Yes No Unknown

If you have answered yes, please provide details



### PROPERTY DETAILS CONT.

**Have there been any threats of violence made to any party?**

**Yes**                      **No**

If you have answered yes, please provide details

**Who will be attending the forfeiture to sign over vacant possession and accept the new keys?**

It is crucial that, once the possession has been concluded, we sign off the instruction

**If an agent or estate agent is being used, please provide their details below.**

**Name**

**Company**

**Telephone no.**

**Mobile no.**

### DECLARATION

Upon receipt of your instructions one of our Commercial and Eviction Services Team will contact you to discuss your instruction and our charges for doing so.

I/we confirm that the rent due is not exempted by the Commercial Rent (Coronavirus) Act 2022

I have read the terms and conditions, available at [thesheriffsoffice.com/terms](https://thesheriffsoffice.com/terms)

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\***