

Unlawful Occupation 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

T: 01792 450033

F: 0333 003 5120

*Required fields

INSTRUCTING PARTY

Are you an existing client?*

Yes

No

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

Solicitor/barrister

Landlord

Agent

Is the instructing party VAT registered?*

Yes

No

Title*

First name*

Surname*

Company name

Company registration number (if applicable)

Address*

Town / city*

County*

Postcode*

DX (if applicable)

Telephone*

Mobile*

Email address*

Your reference (if applicable)

TRESPASS DETAILS

Occupier (if persons unknown, complete as Persons Unknown)

Address*

Town / city*

County*

Postcode*

LANDOWNER DETAILS

Title*

First name*

Surname*

Trading name (if applicable)

Position*

Address*

Town / city*

County*

Postcode*

Telephone*



PROPERTY DETAILS

What type of property is occupied?

Open land

Commercial property

Residential property

Other

Please indicate the type of occupiers?

Travellers

Squatters

Protesters

Tenants

Owner occupier

Unknown

How many occupants are present?

Adults

Children

Unknown

Number of vehicles present?

Vehicles

Caravans

Unknown

Date of occupation

/

/

(day/month/year)

Are you aware of any previous eviction attempts?

Yes

No

If you have answered yes, please provide details

Have you any photographs / Land Registry map or local authority site plans of the property?

Yes

No

If yes, please email the pictures to our office quoting the address to
property@thesheriffsoffice.com

Would you like The Sheriffs Office to arrange the 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

PROPERTY DETAILS CONT

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?

Animals

Hazardous materials

Unknown

If you have answered yes, please provide details

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

Yes

No

If you have answered yes, please provide details



PROPERTY DETAILS CONT.

Who will be attending the eviction 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

Contact telephone

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

Name

Company

Telephone no.

Mobile no.

DECLARATION

Due to health and safety reasons we are unable to process your instruction without the completion of this form.

Please ensure it is completed in its entirety, as the instruction form is used to ascertain how many agents will be required to enforce the writ safely and successfully. We may also carry out a risk assessment visit for the same purpose. Once these steps have been completed, we will contact you with our available dates and times for your consideration.

Residential evictions – under Civil Procedure Rule 83.8A it is a legal requirement to serve a 14-day Notice of Eviction (unless otherwise specified by the court), if the tenant leaves during the notice period or the eviction is cancelled, the client/claimant remains liable for the full quoted/invoiced amount.

Commercial evictions – on larger evictions (three x officers or more) a minimum period will be quoted to cover the deployment and attendance of our officers, the agreed minimum period will be chargeable regardless of whether enforcement is completed sooner.

Cancellation – if an eviction (other than a residential eviction) is cancelled within 48 hours of the planned date and time the client/claimant will be liable for 50% of the quoted charges, if an eviction is cancelled within 24 hours, then the client is liable for the full quoted/invoiced amount.

If you have any queries in completing the instruction form, please contact **0333 001 5100**

To avoid any delay, the form can be emailed by the button below or sent to **commercialservices@thesheriffsoffice.com**

I have read the terms and conditions, available at 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.

I confirm that I am the freeholder / leaseholder / agent / legal representative (delete as appropriate) of the stated land and have full legal authority to authorise the above action. And for so doing, this shall be your sufficient indemnification against all actions at law, as well as against all fees, costs, charges or expenses which may incur, or be liable to pay by reason of your executing this instruction.

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*