



SPECIALIST CIVIL ENFORCEMENT AGENTS

Castle House, Park Road, Banstead, Surrey, SM7 3BT T: 020 8661 0210 E: info@dawkins.co.uk W: dawkins.co.uk

DEBT RECOVERY INSTRUCTION

for: Insurance/Service Charge/Ancillary Matters

We hereby authorise you to (1) serve notice of proposed action and (2) seek to recover non disputed arrears emanating within the lease of the tenant whose details and demised address appear below.

Instructing clients should note that:

We cannot enforce for this type of debt.

Our charge to you is £35 plus 5% of any amount recovered. VAT is applicable to both.

_____		Name of Tenant
_____		Tenants Email and Phone Number
being situate at:		Address of Tenant <i>(Demise only)</i>
Trade Name: _____	Postcode: _____	Type of Premises
SHOP <input type="checkbox"/> OFFICE <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER <input type="checkbox"/> _____	(Please Specify)	Name of Landlord
Landlord: _____		Total Amount Due
Being arrears due to the landlord of non disputed:		
Service Charge: £ <input type="text"/>	due on ___/___/___ period up to ___/___/___	
Insurance: £ <input type="text"/>	due on ___/___/___ period up to ___/___/___	
Ancillary Matters: £ <input type="text"/>	due on ___/___/___ period up to ___/___/___	
Total amount: £ <input type="text"/>		
Dated this _____ day of _____ Year _____		Date of Authorisation
Capacity: Landlord: <input type="checkbox"/> Agent: <input type="checkbox"/> Other: <input type="checkbox"/>		Signature
_____		Name and Address Of Agent or Landlord
Contact: _____	Telephone: _____	Contact Details
Mobile: _____	Email: _____	
_____		Special Instructions

CLIENT BANK ACCOUNT DETAILS FOR REMITTANCE

Account No.: _____	Sort Code: _____	Your Ref: _____
Account Name: _____		