



## Instruction to transfer-up (if necessary) and enforce a County Court order of possession by Writ of Possession

Our Ref:

For internal use only

### ➤ Instruction from

Company Name: \_\_\_\_\_ Your Ref: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_ DX: \_\_\_\_\_

### ➤ Authorisation

I authorise The Sheriffs Office to obtain (if applicable) and enforce a High Court Writ of Possession. I have provided the following (please choose appropriate option below):

Court claim number: \_\_\_\_\_

A cheque for £66 made payable to HMCTS (HM Courts & Tribunals Service)

Copy of Possession Order

A copy of the Claim form

A completed N293A form

**OR** Sealed Writ of Possession

### ➤ Details of the Landlord or agent who will be present onsite:

Contact name: \_\_\_\_\_

Contact company: \_\_\_\_\_  
(if applicable)

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Please indicate your preferred day & time for the possession to take place (if any):

Mon    Tues    Wed    Thur    Fri    Morning    Afternoon    Evening

### ➤ Additional information

Location of trespassers/occupiers:    Land                      Residential                      Commercial

Status of trespassers/occupiers:    Squatters                      Protestors                      Tenants                      Trespassers                      Mortgagors

How many trespassers/occupants are present (16 years and over)?: \_\_\_\_\_

Complete this form and send to: The Sheriffs Office, Airport House, Purley Way, Croydon CR0 0XZ  
DX: 156870 Croydon 41 or email to property@thesheriffsoffice.com



# Instruction to transfer-up (if necessary) and enforce an order of possession by Writ of Possession page 2

Our Ref:

For internal use only

## Additional information

If on land, how many vehicles/caravans are present?:

---

How many of the following are there?:

Entrances          Floors          Rooms          Animals          Buildings

Method of entry team/Locksmiths will be arranged (unless otherwise specified). If applicable, please provide details of any electronic doors/gates or shutters:

---

---

Are there any children (under the age of 16) animals or hazardous materials at the address?:

Children          Animals          Hazardous Materials

If yes, please provide further details:

---

## Aggravating factors and background information :

(Does the defendant have any previous convictions?    Yes                          No

Has the defendant ever used any form of violence or threatening behaviour towards anyone?    Yes                          No

Police log/incident no. (if applicable):

Please provide any further information that may be relevant:

*(Please use another sheet if necessary)*

---

---

---

---

Have any provisions been made to secure and/or sanitise the property or land upon vacant possession to avoid repeat costs/hazards?:

Yes                  No  
If yes, please provide details:

---

---

---

## Signature

*By signing this authorisation you hereby agree to the terms and conditions as published on our website.*

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (day/month/year)

Complete this form and send to: The Sheriffs Office. Airport House, Purley Way, Croydon CR0 0XZ  
DX: 156870 Croydon 41 or email to  
property@thesheriffsoffice.com

# SHCE Limited trading as The Sheriffs Office - Terms & Conditions

## 1. Provision of these Terms and Conditions

These Terms and Conditions are also available to view on our website at [www.thesheriffsoffice.com/terms](http://www.thesheriffsoffice.com/terms) and upon request in writing to the address detailed in the Introduction below.

## 2. Previous Terms and Conditions

The Terms will only supersede previous Terms where the enforcement power changes from the appropriate regulations at the time of instruction to The Taking Control of Goods Regulations 2013.

## 3. Introduction

SHCE Limited, for the purposes of these Terms and Conditions, trades its business as The Sheriffs Office ("TSO"). TSO provides a variety of services to their clients or potential clients ("the Client") including but not limited to; enforcement, debt recovery, tracing, investigation, repossession, eviction, security and legal activities. We are registered at Companies House under No. 6422666 and our registered office is at 2 Marine Road, Colwyn Bay, Clwyd, LL29 8PH.

## 4. Instructing us

a) By completing an Instruction Form and/or instructing TSO by any other means, you, the private individual, firm, authorised company representative or legal professional instructing us become the 'Client' and authorise TSO to provide the services to you as set out in the Instruction Form.

b) By becoming the Client you agree to be bound by these Terms and Conditions.

c) TSO reserves the right to decline any instructions without stating a reason. In such circumstances any monies paid to TSO in respect of those instructions may be refunded upon written request and approval by a Director. Please note this does not include any fees which were made payable to Her Majesty's Court and Tribunal Service (HMCTS).

## 5. Definition of the terms

These Terms and Conditions apply to the provision of services by TSO and no variation, alteration, substitution or modification of these Terms shall be binding on TSO unless expressly agreed by a Director of TSO. The Client agrees to be bound by these conditions upon providing TSO with an instruction.

## 6. Governing law

These Terms and Conditions shall be governed by and construed in accordance with the law of England & Wales, and each of the parties submits to the exclusive jurisdiction of the courts of England & Wales.

## 7. Cancellation of an instruction

The cancellation of an instruction for transfer up should be made directly the Transfer Up Department in the first instance by contacting them on 0333 001 51503 or by email to [transferup@thesheriffsoffice.com](mailto:transferup@thesheriffsoffice.com) or, if necessary, to the Client Services team by telephone on 0333 001 5100 or by email to [client@thesheriffsoffice.com](mailto:client@thesheriffsoffice.com)

## 8. The work

a) *Transfer to the High Court for enforcement.*

TSO shall obtain the appropriate certificate from the appropriate Court for transfer of a judgment to the High Court for the purposes of enforcement. Upon receipt of the certificate TSO will thereafter obtain the appropriate Writ of control or Writ of execution in the name of an Authorised High Court Enforcement Officer (pursuant to paragraph 2

(1) of Schedule 7 of the Courts Act) as directed by TSO.

Where TSO is provided with the appropriate sealed certificate only the latter part of this work will apply. The fee payable to HMCTS to obtain a Writ is a fee of HMCTS and not that of TSO.

b) *High Court enforcement - Writs of control and Writs of execution*

TSO's Authorised High Court Enforcement Officers, Enforcement Agents and Agents shall undertake the enforcement action as directed in the Instruction Form completed by the Client. TSO may also use a telephone collection strategy in conjunction with enforcement agent attendances to enhance monetary recovery rates.

c) *Commercial Rent Arrears Recovery ("CRAR"), Forfeiture of Lease and any other enforcement services under Common Law*

TSO's Enforcement Agents and Agents shall undertake the enforcement action as directed in the Instruction Form as completed by the Client.

d) *Other services*

TSO'S Authorised High Court Enforcement Officers, Enforcement Agents, Debt Recovery Agents, Field Agents, Repossession Agents, Security Officers and/or any other Contracted Staff or Employees shall undertake the services as directed in the Instruction Form as completed by the Client.

## 9. Fees, charges and disbursements

a) TSO will apply fees and disbursements as stipulated in The Taking Control of Goods (Fees) Regulations 2014, in the High Court Enforcement Officers Regulations 2004 and/or any other appropriate Regulations and these fees are recoverable from the debtor in the first instance.

b) The Client, with consent of the Creditor, hereby authorises TSO to, if necessary, apply to the appropriate Court that the enforcement agent may recover from the debtor exceptional disbursements which are not otherwise recoverable under the Regulations.

c) TSO and/or the Client/creditor shall satisfy the Court that the disbursements to which it relates are necessary for effective enforcement of the sum to be recovered, having regard to all the circumstances including the amount of that sum; and the nature and value of the goods which have been taken into control, or which it is sought to take into control.

d) In matters relating to the recovery of monies, if the Client receives payment on or after the date of instruction the Client must forward the sums to TSO in full unless expressly agreed otherwise by TSO. If the Client or creditor negotiates payment outside of the enforcement process, either by agreement or consent order, the Client becomes liable to the full fees charged by TSO that otherwise have been recoverable from the debtor under the relevant Regulations.

e) In certain activities and services (e.g. evictions) TSO will invoice the Client directly for the costs associated with providing the service. In such circumstances the Client will make payment of the sums due within the timescales specified on the invoice. If any element of an invoice is queried that part of the invoice which has not been queried is to be paid in any event.

f) TSO reserves the right to charge late payment interest at four per cent above the base rate applied from time to time by Barclays Bank plc on any balance outstanding. The Client will also make payment of costs associated with debt recovery procedures, where applicable, should the matter remain unpaid beyond the terms stated.

g) The Client agrees that where enforcement is unsuccessful in matters regulated by the Tribunals Courts and Enforcement Act 2007 he will be liable for the Compliance Fee [£75.00 plus VAT as at 6<sup>th</sup> April 2014], triggered by the Compliance Stage, in accordance with the High Court Enforcement Officers Regulations 2004 No. 400, Part 4, Regulation 13(3A) as amended by The Tribunals, Courts and Enforcement Act 2007 Consequential, Transitional and Saving Provision) Order 2014 No. 600, Paragraph 8.

h) VAT will be charged at the current rate on fees, costs and charges and The Client directs TSO to recover them from the judgment debtor as part of the execution process. Our VAT Number is 921 8054 39.

i) Any change in VAT or Court fees will take effect immediately, and we reserve the right to delay the processing of transfer up or enforcement until such time as all monies due are settled in full. TSO will notify you of such a change as soon as is practicable.

j) In the event of late payment of any invoice that is raised for the provision of services supplied by SHCE Ltd, where the matter is passed to our chosen debt recovery agents to pursue recovery of the outstanding invoice we reserve the right to charge an additional administrative fee of £50.00 plus VAT.

k) Where the debt recovery agents are unable to recover the sums due by way of their pre-legal collection procedures, SHCE Ltd reserve the right to charge an additional administrative fee of £150.00 plus VAT in circumstances where legal or insolvency proceedings are instigated.

## 10. Payments under a Writ of control

a) Payments collected under a Writ of control will held "in suspense", i.e. neither belonging to the creditor or debtor, for 14 days before payment is made to the Client on the 15<sup>th</sup> day, as stipulated in the Insolvency Act 1986.

# SHCE Limited trading as The Sheriffs Office - Terms & Conditions

b) The Client authorises the Enforcement Agent to enter into a payment arrangement under a signed Controlled Goods Agreement where payment in full cannot be obtained.

c) In matters falling under the TCGA Where the debtor makes a part payment towards the debt this payment will be split *pro rata* between the Client and TSO in payment of the sum to be recovered, and any remaining amounts recoverable in respect of fees and disbursements payable to TSO, in accordance with The Taking Control of Goods (Fees) Regulations 2014 Paragraph 13(3) & 13(4).

d) All money is split after £200 is received from the defendant and that from the first £200, the £90 Compliance Fee is retained, and the remaining of £110 is split *pro rata*. All future money thereafter is then split *pro rata*.

## 11. Your responsibilities

a) By instructing TSO the Client agrees to provide TSO with accurate information and documentation.

b) The Client confirms that no other enforcement action is being carried out that will prevent or hinder TSO from carrying out their enforcement duties under the Writ or Warrant.

c) The Client confirms that the details given are correct, and accepts any responsibility for information given which proves to be incorrect.

## 12. Writs of Possession or Restitution, Compulsory Purchase Orders and Forfeiture of Lease

The Sheriffs Office will ensure that sufficient resource is available for the planned eviction time.

### *Delay of execution of the Writ or Order:*

Where the planned eviction time is delayed then the following applies:

- For the first 12 hour of the delay 75% of the full amount of the estimated cost quotation.
- For a delay between 12 and 24 hours 30% of the full amount of the estimated cost quotation.

Where the delay is greater than 24 hours the following options are available to the Client:

- Request that the eviction team remain on 'standby', at a cost of 30% of the estimated cost quotation during the 'standby period'.
- Postpone the eviction: if the eviction is postponed indefinitely then cancellation charges will apply. If the eviction is postponed for 48 hours or less then charges will be incurred at a rate of 15% of the estimated cost quotation.
- Cancel the eviction: the charges set out below will then apply.

### *Cancellation of execution of the Writ or Order:*

Where the enforcement of the Writ is cancelled or the instruction is withdrawn by the Client then the following charges apply:

- If the execution of the Writ is cancelled within 10 days of the planned enforcement date, 20 % of the estimated cost quotation will be payable.
- If the execution of the Writ is cancelled within 7 days of the planned enforcement date, 30 % of the estimated cost quotation will be payable.
- If the execution of the Writ is cancelled within 48 hours of the planned enforcement date, 60 % of the estimated cost quotation will be payable.
- If the execution of the Writ is cancelled within 24 hours of the planned enforcement date, 75% of the estimated cost quotation will be payable.

### *Payment under a writ of possession or restitution or a CPO:*

Payment of our invoice in respect of enforcement of a Writ of Possession is due within 14 days of the date of the invoice submitted after execution of the Writ. VAT is payable on all charges unless otherwise advised.

## 13. Our liability

a) These terms do not affect our liability to you in any way for: personal injury or death arising from our negligence, nor our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter made by one or our employees or agents, nor any other liability which cannot be excluded or limited under applicable law.

b) This paragraph shall apply to any claim: a. by you. b. and, if any duties are held to be owed to them, to a claim by any individual or company, related or associated to you, and any officer, servant or, employee of any of these entities;

against TSO, any past, or future Directors, and/or any past, present or future employees of TSO.

c) All claims, whether made by one or more of the parties, arising from the same act or omission, or from a series of related acts or omissions, shall be regarded as one claim.

d) Any claim arising as a result of these terms must be notified to us in writing within 6 (six) months of the date that such liability arises. Failure to provide notice within this period will forfeit any claim.

## 14. Exclusions of liability

a) TSO will not be liable for any loss of income, loss of profits, loss of markets, loss of reputation, loss of customers, loss of use, loss of an opportunity even if we had knowledge that such damages or loss might arise or for any indirect, incidental, special or consequential damages or loss howsoever arising including without limitation breach of contract, negligence, willful act or default.

b) TSO shall bear no liability for loss and/or damage arising from matters outside of its control.

## 15. Advice given

a) Non Solicitors should be aware that we are not a law firm and we do not provide legal advice. Any advice provided by the TSO relates strictly to the provision of services and should not be relied upon as legal advice.

b) TSO accepts no liability for any actions you may take or loss or damage you incur as a result of advice given in any communication with us or contained in marketing material. We accept no liability for loss or damage you may suffer by instructing any firm of solicitors to whom we may refer.

c) None of the content presented on any of TSO's websites constitutes legal advice in relation to any of TSO's services.

## 16. Professional indemnity insurance

TSO carries professional indemnity insurance. Details may be obtained upon request by writing to our registered office.

## 17. Complaints

TSO aims to provide a high quality service to our clients. If you have a concern about the way your case is being handled then in the first instance you should raise this with your usual contact or case manager. In any other event please contact our Client Services Team on [client@thesheriffsoffice.com](mailto:client@thesheriffsoffice.com)

## 18. Data protection act 1998

a) TSO use the information you provide primarily for the provision of our services to you the Client and for related purposes including: updating and enhancing client records; analysis to help us manage our company; legal and regulatory compliance.

b) Our use of that information is subject to your instructions, the Data Protection Act 1998 and our duty of confidentiality. You have a right of access under data protection legislation to the personal data that we hold about you.

c) By instructing TSO we may send you information by email that we think might be of interest to you. If you do not wish to receive that information please unsubscribe within the email received or notify our office in writing by email to [marketing@thesheriffsoffice.com](mailto:marketing@thesheriffsoffice.com)

## 19. General

a) These Terms and Conditions shall not affect any provision of the general law or professional standards applicable to the relationship between TSO and you the Client.

b) Any notice to be given to us may be sent to us at our principal place of business and, any notice to be given by us, may be given to you at your last postal and/or email address known to us.

## 20. Repeat matters

Unless expressly varied, the terms of this document will also apply in respect of any future matters where one or more of the services is provided to the Client.

## 21. Amendments to our Terms and Conditions

a) TSO may revise these Terms and Conditions at any time. The amended Terms will be effective from the date they are posted on our website [www.thesheriffsoffice.com/terms](http://www.thesheriffsoffice.com/terms).

b) You, the Client, are expected to check these Terms from time to time to take notice of any binding changes that may have been made. Some of the provisions contained in these Terms may also be superseded by provisions or notices published elsewhere on our website and may include Regulatory changes.

# Combined certificate of judgment and request for writ of control or writ of possession

\_\_\_\_\_  
Creditor/Claimant

\_\_\_\_\_  
Debtor/Defendant

\_\_\_\_\_  
\_\_\_\_\_

In the	
Claim No.	
Creditor's/ Claimant's Ref.	
Debtor's/ Defendant's Ref.	
Date	

## Part 1

**Date of judgment or order**

**Total amount of judgment including any costs**

**or**

**Details of order for possession including any costs**

**Total amount of interest** accrued at the rate of \_\_\_\_\_ per day to date (if any)

I certify that the details I have given are correct and that to my knowledge there is no application or other procedure pending.

I request an order for enforcement in the High Court by

- Writ of Control  
 Writ of Possession

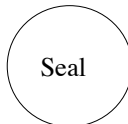
I intend to enforce the judgment or order by execution against goods, and/or against trespassers in the High Court and require this Certificate for this purpose.

.....  
signed - (Creditor/Creditor's legal representative)  
(Claimant/Claimant's legal representative)

.....date

## Part 2 (for court use only)

I certify that this is a true extract of the court record in this case.



Order for enforcement in the High Court by

- Writ of Control  
 Writ of Possession

made on (date).....

.....An Officer of the Court

## Please Note:

This judgment or order has been sent to the High Court for enforcement by (Writ of Control) (Writ of Possession against trespassers) only.

The county court claim has not been transferred to the High Court. Applications for other methods of enforcement or ancillary applications must be made to the County Court hearing centre in which the judgment or order was made, unless the case has since been transferred to a different court, in which case it must be made to that court.

For further details of the courts [www.gov.uk/find-court-tribunal](http://www.gov.uk/find-court-tribunal). When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.

THE ACTION DEPARTMENT of the High Court is open between 10am and 4.30pm. All correspondence should be sent to the Court Manager, Action Department, Royal Courts of Justice, Strand, London WC2A 2LL

**Part 3**

**In the High Court of Justice**

**Queen's Bench Division at**

(Sent from the \_\_\_\_\_ County Court by  
Certificate dated the \_\_\_\_\_ day of \_\_\_\_\_ )

High Court Enforcement Number

County Court Claim Number

\_\_\_\_\_  
Address of (Debtor)  
(property of which possession is to be given)

Seal a Writ of (Control)(Possession) directed to the:

To: “ \_\_\_\_\_, an  
enforcement officer authorised to enforce writs of execution  
from the High Court’.

**Or,**  
‘The enforcement officers authorised to enforce writs of  
execution from the High Court who are assigned to the  
district of <sup>1</sup> \_\_\_\_\_ in England and Wales’.

**Note:** If you have chosen this option you must send this writ to the  
National Information Centre for Enforcement for allocation.

against \_\_\_\_\_

for: (Complete A, B, C as appropriate)

- A. the sum of:
  - (a) debt £
  - (b) costs and interest £
  - (c) Subsequent costs £
  - (if any)*

**B.** and interest thereon at .....% per annum from  
the date of transfer and costs of execution

**C.** possession of

and £ \_\_\_\_\_ for costs.

Signed

Address for service

Date