



**Kent Bailiff Services**  
 March Studio, Peills Yard,  
 Bromley  
 Kent,  
 BR1 9NS  
**Tel: 08000370360**  
**E-mail: info@kentbailiffs.co.uk**  
**Visit: www.kentbailiffs.co.uk**

## Lease Forfeiture / Lock Change

Occupant/  
 Tenant:  & Landlord:

Occupied: Y  / N

Opening hours:

Address requiring Lock Change/Securing:

Specialised locksmith required

e.g. alarm/roller shutter doors: Y  / N

Site plan attached: Y  / N

If not then please give location details:

### **Kent Bailiffs Services**

I/We hereby request your officers and agents to proceed therein for the execution this instruction by effecting forfeiture/changing locks on the demise as the law directs at the enforcement address detailed above: and for so doing, this shall be your sufficient warrant and indemnification against all actions at law, as well as against all fees, costs, charges or expenses which you may incur or be liable to pay by reason of your executing this instruction, and do hereby undertake not to hold you accountable for any goods removed occupant, ex-tenant or any other third party. I further confirm that I am in a position to authorise the actions set out above.

### Instructing Client Details

Reference:

Company name:

Address:

#### Contact Information:

T:

M:

E:

Out of Hours Contact Name:

Contact Number: T:  M:

Invoices chargeable to:

Print Name:

Date:

Sign: