



## Lease Forfeiture / Lock Change

Occupant/  
Tenant:  & Landlord:

Occupied: Y  / N

Opening hours:

Specialised locksmith required

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

Address requiring Lock Change/Securing:

Site plan attached: Y  / N

If not then please give location details:

**To** Cornwall Bailiff Services Limited

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: