



Your Reference

Our Reference

Ancillary Debt Recovery

Service Charges, Insurance and Associated Costs

I/We hereby authorise County Enforcement Group of Parker House, Tanyard Lane, Bexley, Kent, DA5 1AH to serve a 7 day notice of impending legal action, for the recovery of any ancillary debt reserved in the the lease of the business or person(s) detailed below.

We hereby authorise and empower you as an enforcement agent to serve a notice of payment to the debtor in the tenure or occupation of:

Name of Debtor

Debtors Business Name

Debtors Business Address

Debtors email address

Debtors contact number
(if known)

Todays Date

Owed to (the landlord)

Address

Telephone

Total of ancillary debt owed

Insurance owed

Due from

Due to

Service charge owed

Due from

Due to

Other ancillary debt owed*

Due from

Due to

* detail other

Contact information *(authorised persons - an authorised person is a representative or company that has been given express consent by the landlord to act on their behalf in relation to the ancillary debts)*

Authorised by

Company

Address

Email

Name

Premises information

Shop
Office
Warehouse
Factory
Club
Other

Attach relevant files

Remittance Information

Client Name

Bank / Building Society

Sort Code

Account Number

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