



Your Reference

Our Reference

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AUTHORITY TO EFFECT FORFEITURE

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We hereby authorise and empower you to peaceably re-enter and thereby effect forfeiture of the lease between:

Name of Tenant

Premises being situated at

Name of landlord

For the total sum of

Date of lease/ licence

Re-entry clause

Authorised by

and to proceed therein to change locks, display necessary notices of determination as required and for doing, this will be your sufficient warrant, authority and indemnification against all Actions at Law, as well as against all costs, charges or expenses which you may incur or be liable to pay by reason of your executing this warrant, and hereby undertake not to hold you accountable for any goods forcibly or clandestinely removed following the premises being made secure.

Confirm indemnity clause

Please state address to which replacement keys are to be forwarded

Forward keys to

Todays Date

LANDLORD CONTACT INFORMATION

Name

Company

Address

Telephone

Email



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ADDITIONAL INFORMATION

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**AUTHORISED BY**

Name

Company

Address

Telephone

Email:

Type of tenancy

Lease  
Licence  
Tenancy at will  
Other\*

Type of premises

Shop  
Office  
Warehouse  
Factory  
Club  
Other \*\*

\* please specify

\*\* please specify

Hours of operation

Any further instructions

Attach relevant files

**INVOICE INFORMATION**

Client Name

For the attention of

Address