



**Essex Bailiff Services**  
 Fortress House, 301 High Road,  
 Benfleet,  
 Essex,  
 SS7 5HA  
**Tel: 01702 2831072**  
**E-mail: info@essexbailiffs.co.uk**  
**Visit: www.essexbailiffs.co.uk**

**INSTRUCTION TO TRANSFER UP AND ENFORCE A COUNTY COURT ORDER OF POSSESSION BY WRIT OF POSSESSION**

**INSTRUCTION FORM**

**REF:** \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

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

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Your Ref: \_\_\_\_\_

**AUTHORISATION**

*I hereby consent to Essex Bailiff Services their agents and lawyers to obtain a writ of possession in doing so to complete and sign all relevant forms and statements of truth on my behalf. I will provide copy of all relevant orders and judgements.*

Court Claim Number: \_\_\_\_\_

**DETAILS OF THE LANDLORD OR AGENT WHO WILL BE PRESENT ONSITE:**

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

Contact Company: \_\_\_\_\_

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

Please indicate your preferred day and time for the eviction to take place:

MON  TUE  WED  THUR  FRI  SAT  SUN  MORNING  AFTERNOON  EVENING

**ADDITIONAL INFORMATION**

Location of trespassers/ occupiers:  Land  Residential  Commercial

Status of trespassers/ occupiers:  Squatters  Protesters  Tenants  Trespassers  Mortgagees

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



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

How many of the following are on site: Entrances: \_\_\_\_\_ Floors: \_\_\_\_\_ Rooms: \_\_\_\_\_ Animals: \_\_\_\_\_

Method of entry/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 (if yes please provide further details):

\_\_\_\_\_

Does the defendant have any previous convictions:  YES  NO

Has the defendant ever used any form of violence or threatening behaviour:  YES  NO

Police Log/Incident Number: \_\_\_\_\_

Please provide any further information that may be relevant or useful:

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

Have any provisions been made to secure and/or sanitise the property or land upon vacant possession to avoid repeat costs/hazards, if yes please provide details:

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

*By submitting this authorisation, you hereby agree to the terms and conditions as laid out on our website.  
 Terms and conditions are available to view at [www.essexbailiffservices.co.uk](http://www.essexbailiffservices.co.uk).*

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