



london warrant enforcement

20-22 WENLOCK ROAD
LONDON N1 7GU
T : 020 7608 5677
F : 020 7788 3460
E : enquiries@lw-e.co.uk

www.lw-e.com

ORDER FOR POSSESSION TRANSFER UP

Complete this form if you wish to instruct Frank G Whitworth, High Court Enforcement Officer in association with London Warrant Enforcement to transfer up your Possession Order for enforcement. (See guidance notes overleaf).

What County Court has your judgement been obtained Claim No

Your Name.....Company.....

Address.....

.....Post Code

Tel No..... Fax No E-Mail

Landlords Name

Address.....

.....Post Code

Tel No..... Fax No E-Mail

Tenants Name/s

Demised Premises.....

.....Post Code

Tel No..... Fax No E-Mail

Do you have a joint order and wish to recover any outstanding money Yes / No (delete as appropriate)

If so, How much is it for £ Is the property Furnished / Unfurnished

If we are successful, which bank account would you like and funds collected transferred to

Bank NameAccount Name

IBAN (if overseas)SWIFTBIC (Europe)

Sort Code (UK)Account No.

AUTHORISATION please tick and sign below

I/we authorise Frank G Whitworth HCEO and London Warrant Enforcement to

1 Please prepare Form N293A (Combined Certificate of Judgement and request for Possession Order or Joint Writ of Control) then prepare, issue and enforce an Possession Order / Writ of Control (Please enclose/attach the Possession Order) (delete as appropriate) OR

2 Please prepare and issue and enforce a Possession Order / Writ of Control (Please enclose/attach Possession Order, form N293A with parts 1 & 2 completed)

3 Please enforce a sealed Possession Order (Please enclose/attach The Sealed Possession Order)

4 I/we authorise the County Court to return the completed N293A form and Possession Order / Writ of Control direct to Frank G Whitworth, High Court Enforcement Officer.

5 I/we attach the sealed County Court Possession Order / N293A form / High Court Possession Order / Writ of Control (delete as appropriate)

6 I/we agree to pay LWE a fee of £..... incl. of VAT.

7 I/we agree to be bound by the Terms and Conditions that apply to the supply of Services by the Company which can be accessed on page 2 or at www.lwe.com/termsandconditions

Signed on behalf of

Capacity Date

Can you provide any information regarding the defendant in order to assist you with obtaining what is owed to you (details of any vehicles or valuable assets they may own, vulnerable persons at the property?)

.....
.....
.....
.....
.....

Please make payment of £..... for effecting possession of the demised property, incl. the transfer up fee that is paid to the court of £60 and compliance / instruction fee of £90*.

Total to pay £.....

*Applicable only if you wish to pursue any money claimed.

 IN PERSON at any branch of Barclays Bank or by BACS, CHAPS or internet transfer using the following information.
Bank: Barclays plc Branch: Hammersmith Sort Code: 20-35-93 SWIFTBIC: BARCGB22
IBAN: GB96 BARC 2035 9390 0032 55 Account No. 90003255 Account Name: LWE

 PAY BY CREDIT OR DEBIT CARD VIA www.lw-e.co.uk/Online.aspx
All cards carry a Merchant Handling Fee

 BY POST. In the modern age we tend to discourage payment by post in the form of a cheque, postal order, building society cheque or bankers draft but under exceptional circumstances and with the permission only of the agent dealing with your case make payable to LWE and send to London Warrant Enforcement, 20-22 Wenlock Road, London N1 7GU. This will however slow down the process.

GUIDANCE NOTES

We understand this process may be daunting and confusing so if you need assistance in completing this form please contact us and we can complete the form on your behalf once you have answered a few questions.

The County Court and claim no. can be found at the top of your judgement.
Your Name is the person completing the form such as an agent, company officer, solicitor etc.
Landlords Name is the person, partnership or company that the demised property belongs to.
Tenant is the person, partnership or company that the judgement is against.
It is possible that you may have made a claim also for money that is due to you and therefore a joint writ may be issued. If you wish to do this also it may delay your possession as we have to send a notice of enforcement giving the tenant seven clear days' notice prior to attending. If you feel the tenant has no assets then it may be worth pursuing this.

Authorisation

If you have only obtained your Possession Order (PO) we will need to apply to that County Court (CC) to transfer the order to a High Court PO. We will need to submit a Court form no. N293A. If you wish us to complete that form on your behalf free of charge, process it for transfer and issue and enforce the writ then tick box 1.

If you are in the legal profession or are familiar with the process you may have already completed the Court form no. N293A. If this is the case tick box 2.

On both of the above you will need to pay us in advance the £60 fee that is required by the Court to transfer the CCPO into a High Court PO plus a £90 compliance/instruction fee if you wish us to pursue any money claim. These will be added to the debt and collected by us from the defendant in this case. The amount for attending the premises to enforce the possession order depends on the circumstances which we will discuss and confirm with you.

Tick box 3 if you have already obtained your writ and wish us to enforce it for you. You will need to pay us the £90 compliance/instruction fee if a money claim is to be included. This will be added to the debt and collected by us from the defendant. The amount for attending the premises to enforce the possession order depends on the circumstances which we will discuss and confirm with you.

Tick box 4 authorising the High Court to issue the PO to Frank G Whitworth, High Court Enforcement Officer.

Tick box 5 confirming what documents you have sent striking through the documents you haven't sent.

By ticking box 6 you are agreeing to pay the relevant fees.

By ticking box 7 you are agreeing to our terms and conditions which are enclosed within this pack. They can also be viewed on line at www.lw-e.com/termsandconditions in a larger font.

Please sign the form with your usual signature completing the section to the right if you are signing on behalf of the claimant. If you are the claimant write this next to capacity or if you are a solicitor or agent please confirm this.

At the head of this page we ask you for information about the defendant. The more information you provide the greater chance we have of recovering any monies due so if you know what car they drive, where they work, what time they are at home please let us know. You can scan and e-mail both sides of the form to us at enquiries@lw-e.co.uk or by fax to 020 7788 3460. Alternatively you can send in the post but be aware that this may slow down the process especially if you are enclosing a cheque for the payment. Please quote the claim no. quoted on the top of your judgement. Please also advise if there are any vulnerable people such as young children, disabled persons at the premises. If you have an inventory of goods that you own at the property please send this also as will also be of help to avoid the tenant removing them once we take possession.