



BAILIFFS DIRECT
LIMITED

General Instruction Form

Client Instruction Pack

1. Client Details

Organisation Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

2. Property Details

Property Address: _____

Postcode: _____

Property Type (House / Flat / Hotel / Temporary Accommodation):

Floor Number (if applicable): _____

Access Instructions: _____

3. Occupier Information

Name of Licence Holder (if known): _____

Number of Occupants: _____

Children Present (Yes / No): _____

Any Known Vulnerabilities: _____



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4. Occupation Status

Please confirm the legal basis of occupation:

- Temporary accommodation licence
- Hotel / Airbnb licence
- Council placement
- Occupier has vacated but property needs securing
- Occupier still in occupation

5. Locksmith & Security Requirements

Keys Available (Yes / No): _____

Number of External Doors: _____

Estimated Locks to Change: _____

Alarm System Present: _____

Dogs / Animals on Site: _____

Security Guard Required (Yes / No): _____

Special Access or Risk Notes: _____



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6. Client Authority & Indemnity

We confirm that the occupier(s) are licence holders only and have no security of tenure under the Housing Act 1988 or Protection from Eviction Act 1977.

We authorise Bailiffs Direct to attend the property and peacefully recover possession under common law.

The client indemnifies Bailiffs Direct against any claim arising from incorrect information provided regarding the occupier's status.

Name: _____

Position: _____

Organisation: _____

Signature: _____

Date: _____