

Instruction & Indemnity To Act as Landlords Agent

Occupant _____
 Tenant: _____ & Landlord: _____

Contact details of Occupant / Tenant:

T: _____
 M: _____
 E: _____

Date and Time of Attendance Required:

Date: _____
 Time: _____

Address Attendance Required :

Return of Keys Details

Name: _____
 Address: _____

To Birmingham Bailiffs Services

I/We hereby request your officers and agents attend at the identified address detailed at the time and date above to act as my/our agent: and for so doing, this shall be your sufficient instruction and indemnification against all actions at law, as well as against all fees, costs, charges or expenses which you may incur or be liable to pay by reason of your executing this instruction and do hereby undertake not to hold you accountable for any goods removed by the occupant, ex-tenant or any other third party.

I further confirm that I am in a position to authorise the actions set out above.

Instructing client details

Reference: _____

Company/Name: _____

Address: _____

Contact Information:

T: _____
 M: _____
 E: _____

Out of Hours Contact Name: _____

Contact Number: T: _____ M: _____

Invoices chargeable to: _____

Print Name: _____

Date: _____

Sign: _____