

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

**INSTRUCTION FORM**

**REF:**

Company Name:

Contact Name:

Address:

Email:

Postcode:

Telephone:

Mobile:

Your Ref:

**AUTHORISATION**

I authorise Birmingham Bailiffs, their lawyers, officers and agents to obtain and enforce a High Court Writ of Possession, and to sign any court form necessary for the purpose of enforcing my judgment including County Court Form N244 or any Statement of Truth required in support of my application to enforce my judgment. I authorise the County Court to return the completed N244 direct to Birmingham Bailiffs and / or to correspond directly with Birmingham Bailiffs regarding my application.

**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): \_\_\_\_\_



**Birmingham Bailiffs**  
2A, 6 Floor, Cobalt Square, 83-85  
Hagley Road, Birmingham, B16 8QG  
**Tel:** 01217691941  
**E-mail:** help@birminghambailiffs.co.uk

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.*

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