

# Notice of intention to re-enter premises

*This notice must be given by the enforcement agent or the enforcement agent's office.*

## Warning

If necessary the enforcement agent may use reasonable force to re-enter your premises to inspect your goods or remove them for storage or sale.

## Please read this notice - it is important

Name of Debtor

Address

Date notice issued

/ / 

Enforcement agent  
reference number

### About this notice

You have been given this notice of intention to re-enter because you have not kept to the repayment terms of the controlled goods agreement and the enforcement agent now intends to re-enter your premises to inspect your goods or remove them for storage or sale.

Who you owe money to

The amount you owe them

Their ref./account no.  
(if applicable)

### Enforcement details

Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable.

### Controlled goods agreement

Details of the controlled goods agreement which you have failed to keep to:

**Repayment details**

Details of how you have failed to keep to the repayment terms of this controlled goods agreement:

**Sum outstanding**

Debt

Interest

Compliance stage fee

Enforcement stage fee

**TOTAL sum outstanding**

(as at the date of this notice)

**When to make payment**

You must pay this amount by:

Date //

Time

**If you do not pay**

If you do not pay by the date above, an enforcement agent will re-enter your premises to inspect your belongs or to remove them for storage or sale. These actions will increase the costs of enforcement and these costs will be added to the amount already owed.

**Possible additional fees and expenses of enforcement**

If the sum outstanding remains unpaid by the date and time above you may be charged the following (enforcement agent to detail further possible fees and expenses).

**How to pay  
what you owe**

How to pay including opening hours and days

**How you can  
contact the  
enforcement  
agent or the  
enforcement  
agent's office**

Telephone	<div style="border: 1px solid black; height: 25px;"></div>
Address	<div style="border: 1px solid black; height: 100px;"></div>
Opening hours and days	<div style="border: 1px solid black; height: 40px;"></div>

**Signature**

.....  
Enforcement Agent

.....  
PRINT NAME

**You can seek  
free advice and  
information  
from**

**AdviceUK** at [www.adviceuk.org.uk/find-a-member](http://www.adviceuk.org.uk/find-a-member)

**National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or on 0808 808 4000

**Money Advice Service** at [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) or on 0300 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**