

Stage 2 Issue of Court possession proceedings

Receipt of your instructions via website or email

To proceed to Stage 2 we shall email you requesting the following information:

- Copy of the latest Assured Shorthold Tenancy agreement in full
- Copy of the statement of arrears. [Click here to download the template](#)
- Payment of £550 (incl. Court fee).

Once we receive these, possession proceedings will be prepared and forwarded to the appropriate county Court for issue

Once we have received the hearing date from the Court, we will inform you of the hearing date. At this point you will need to tell us if you wish to proceed with Option 1 or Option 2 below.

Option 1
Landlord attends Court with advocate

Option 2
Landlord does not attend Court

Upon receipt of your instructions we will:

- Email you the further information you should take to Court.
- Confirm arrangements to meet advocate at Court

Upon receipt of instructions together with a payment of £50 plus VAT we will:

- prepare witness statement at a further cost of £50 plus VAT
- Send the witness statement to you by email for signature and return by post

Once we received the signed witness statement we will file it with the Court and send it to the tenant

We will arrange for an advocate to attend the Court hearing

After the Court possession hearing has taken place and we have received the advocate's report, we will email a copy to you. If a Possession Order is not made we will advise you of the reason(s) and the options available to you.

Once we receive the Possession Order, we will forward a copy to you and diary the expiry date.