



Once the date that the tenant was ordered to vacate your property (which was on the Possession Order) has expired, we will send an email to you asking if you wish to proceed to Stage 3 (eviction of your tenant via Bailiff).

If the tenant has vacated and paid the arrears or you do not want to pursue the arrears, we shall close our file and send you a receipted invoice.

If you want to proceed to Stage 3, you will need to tell us and pay us £180. We will issue a Warrant of Possession and forward it to the appropriate county Court.

Once we receive the date of eviction, we will email you outlining the actions you need to take.

After the eviction has taken place, we will email you asking if:

- You need advice regarding recovery of the arrears
- We can be of any further assistance
- We should close our file and forward a receipted invoice