

**On receipt of the writ the HCEA undertake the following stages;**

**Compliance Stage**

* Notice of Enforcement sent on day of receipt giving 14 days to pay or respond
* Compliance fee of £75.00 plus VAT added to the writ
* Compliance period must be observed before enforcement can begin
* Any payment offers will be put to Claimant or their representative

**Enforcement Stage 1**

* On conclusion of the compliance period the writ is allocated to an Enforcement Agent
* Enforcement Agent attends the address, usually within 5 working days
* Enforcement Agent carries a copy of the Writ of Control and authorisation to enforce
* Enforcement stage 1 Fee of £190.00 plus VAT and 7.5% of the debt over £1000 applied for on first attendance
* Letter left in the event of no contact or avoidance.

**Enforcement Stage 2**

* Escalation is applied if a debtor breaches or does not enter into a Controlled Goods Agreement (CGA)
* Stage 2 Enforcement Fee of £495 pus VAT is added
* Escalation can occur on or following the first attendance.

**Sale or Disposal Stage**

* Following escalation to Stage 2 if a CGA is not entered into or payment is not made, the Enforcement Agent may look to remove goods.
* Sale/Disposal Fee of £525 + VAT is added and 7.5% of debt over £1000 is applied
* Can be applied on the same attendance as Stage 1 and 2 Enforcement