

YOUR INFORMATION

It is important that we have your correct information. Please fill in your details below. Once complete, please send this form to address at the bottom of this page (by post or email). Thank you.

Please write clearly in CAPITAL letters

Name:

Full name/s of the legal property owner/s. Please include your title, first name & surname.

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	First	Surname
<hr/>					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	First	Surname
<hr/>					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	First	Surname
<hr/>					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	First	Surname
<hr/>					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	First	Surname
<hr/>					

Property Address:

This is the address of the property for which we act as the Estate Manager.

Your Contact Details

Email: In CAPITAL letters:

Postal Address: 1

This address is critical for correspondence. You must inform us if this address changes.

Send to the Property Address above

Daytime phone:

Home phone:

Mobile phone:

Is your Property Rented? **Yes, it is Let** **No, it is not Let**

Letting Agent Details (if applicable)

Letting Agency

Contact Person

Postal Address: 2

Email: In CAPITAL letters:

Phone:

Emergency Contact Person

Emergency key-holder Name:

Emergency key-holder Phone:

By ticking this box, I confirm I have gained consent from the above emergency contact to give their details for the purpose of contacting them should an emergency situation arise.

Your Correspondence Preferences

Primary Contact:

Any posted correspondence will be sent to this address. You **MUST** inform us if it changes.

You 1
As per the details above.

OR **Letting Agent** 2
As per the details above.

Correspondence:

How would you prefer to receive correspondence?

By Email
Our preferred

OR **By Post**

Note: Certain documents, such as a Final Arrears Notice and S20 Notices, may only be sent by post to your postal address.

Signed _____ **Name** _____ **Date** ____ / ____ / ____