

Owners' Contact Information Form

Title(s):

Full name(s) of registered owner(s):

Telephone number(s):

Mobile Number(s)

Email address:

Do you wish invoices to be sent via email? Yes No (please tick)

Status: Owner/Occupier The Property is Sublet via an Agent Sublet & Self-managed Empty Other (please tick)

Directorship: Is the Leaseholder a Director? Yes No (please tick)

Leasehold Property Address

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Postcode:

Date of Ownership: What date did you purchase the property?

Leaseholder Correspondence Address

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Postcode:

Letting Agent Details (if let via an Agent)

Company name:

Contact name:

Branch address:

Telephone number:

Email address:

Handling of Mail: Please select how you wish for Guest Services to deal with any mail for your attention:

Retain for collection Forward to Correspondence Address (please tick)

Further Information - if you think we need more information not shown above please use a separate sheet

Please communicate with me via: Post Email Telephone All methods (please tick)

Signature(s)

Date: