

**NAPIER MANAGEMENT SERVICES LIMITED**  
**INFORMATION SHEET**

Please fill in this form as fully as possible to enable us to keep up-to-date information on our system. If there are more than two leaseholders, with different correspondence addresses, then please request further forms. The information you have provided is subject to the Data Protection Act 1998 (the "Act"). By signing this document you consent to us both manually and by electronic means using your personal data for the purposes of providing advice, administration and management.

**LEASEHOLDERS:**

Mr/Mrs/Miss/Ms: ..... Forename: ..... Surname: .....

Mr/Mrs/Miss/Ms: ..... Forename: ..... Surname: .....

**LEASEHOLD ADDRESS:**

.....

.....

**Address for Correspondence:** .....

..... **Post Code:** .....

**Contact Details: Telephone Home/Work:** .....

**Mobile/E-Mail:** .....

**Emergency Contact Number:** .....

**Date of Purchase/Completion:** .....

**Mortgage Company Details:** .....

**Name:** .....

**Address:** .....

**Telephone Number:** ..... **Roll No:** .....

**Location of Stopcock in Property:** .....

**Letting Agent Details:**

**Name:** .....

**Address:** .....

**Telephone Number:** .....

I agree to receive communications where possible including service charge demands by e-mail;	*
I give authorisation for the lettings agent to deal with maintenance issues;	*
I give authorisation for my telephone number to be given to contractors doing work on the property;	*
Please send all invoices to the lettings agent;	*
Please send all invoices to my correspondence address;	*

\* Please tick as applicable

**SIGNED:** ..... **Dated:** .....

**SIGNED:** ..... **Dated:** .....

Please return this form to Napier Management Services either by post or e-mail ([napier@napiermanagement.co.uk](mailto:napier@napiermanagement.co.uk)).

The form can also be downloaded from our website [www.napiermanagement.co.uk](http://www.napiermanagement.co.uk)