

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 legislation. From 25 May 2018 The Data Protection Act 1998 has been updated by the General Data Protection Regulation (GDPR). The purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge.

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 in accordance with our data protection policy .

For our full privacy policy please look on our website www.napiermanagement.co.uk or contact us for a copy on 01425 650656

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

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

LEASEHOLD/PROPERTY ADDRESS:

.....
.....

Address for Correspondence:

..... Post Code:

Contact Details: Telephone

Home: Work:

Mobile:

E-Mail:

Emergency Contact Number::

Date of Purchase/Completion:

Location of Stopcock in Property:

Letting Agent Details: (Please supply full details of current occupants and tenancy on reverse)

Name:

Address:

Telephone Number:

**** Please note if you supply an email address all correspondence including demands will be sent to you via email. If you wish to opt out please contact us.**

I give authorisation for the lettings agent to deal with maintenance issues (if applicable);	*
I give authorisation for my telephone number to be given to contractors doing work on the property;	*

* Please tick as applicable

SIGNED: Dated:

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Please return this form to Napier Management Services either by post or e mail (napier@napiermanagement.co.uk). The form can also be filled in on our website www.napiermanagement.co.uk