

INFORMATION SHEET



Name	
Address of Property	
Telephone Number	
E-mail address	
Where possible we would like to be able to e-mail correspondence and invoices. Please check the attached box if you do not wish to receive invoices and correspondence by e-mail <input type="checkbox"/>	
Address for correspondence (if different from above) <i>We must have a UK address for service of formal notices required under the terms of your Lease</i>	
Details of letting agents (where applicable)	
Details of a keyholder for your property in case of emergencies	
We are only able to speak to the person who is named as the leaseholder of the property about account details. If you wish to authorise anyone else to speak about your account please include their details below.	
Signed	Date

The information collected in this Information Sheet is collected and stored in accordance with our Privacy Policy which can be found at: <http://www.splpropertymanagement.co.uk/privacy-policy/> The information is required for us to perform our duties as Managing Agent under the contract we have with the freeholder for the property.

Should you have any queries in relation to the collection of this data, please contact our office.