



OWNER CONTACT DETAILS

Notes on Owner Contact Details

Property owners are requested to provide contact details to the Managing Agent so that it is possible to contact them in an emergency. Please remember to send updated contact details if these change in future. You may also notify details online at <http://www.stbentooting.co.uk/online>.

By submitting the form, you agree that the Management Company, its Managing Agent and professional advisers may hold and use the data under the *General Data Protection Regulation*. The data will be used only for managing the Estate and will not be passed to any other party except as required by law and, if the Managing Agent's contract ends, to a new Managing Agent.

If access to the property cannot be gained in an emergency, depending on the severity of the situation, it might be necessary for the emergency services to break into the property.

Contact Details	
Address of Property:	-----
Name of Owner(s):	-----
Owner Contact Address: (If not the Property)	-----
Daytime Contact Telephone:	-----
Evening Contact Telephone:	-----
Mobile Contact Telephone:	-----
Property Telephone:	(Landline at Property if different) -----
Owner Contact E-mail:	-----
Alternative Contact E-mail:	-----
Owner Signature agreeing to the data being held and used:	(Signature) -----
	(Print name) (Date)