



## **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>.

The Managing Agent will treat these details as confidential and will not pass them on to any third party, except to a new Managing Agent if their contract with the Management Company ends or as required by law. If they are stored electronically by the Managing Agent, this will be in accordance with the Data Protection Act.

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**

**Date Completed:**