

CONTACT INFORMATION

Please fill in your details below, writing clearly in **CAPITAL** letters.

Return your form to: finance@ceprop.co.uk or Castle Eden Property Management Ltd, The Rectory, Castle Carrock, Brampton, CA8 9LZ.

YOUR PROPERTY						
Property Address: The address of the property for which we act as Managing Agent						
Name: Full Name(s) of the Legal property owner(s) including your title, first name & surname	Title		First		Surname	
	Title		First		Surname	
	Title		First		Surname	
	Title		First		Surname	
YOUR DETAILS						
Email: In CAPITAL letters						
Your Address:						
Daytime Phone:						
Home Phone:						
Mobile Phone:						

LETTING AGENT DETAILS			
Is the property let?		Yes ☐ No ☐	
Letting Agency:			
Address:			
Contact Person:		Phone:	Email:
Emergency Key Holder Name:			
Emergency Key Holder Phone:			

HOW WOULD YOU LIKE TO BE CONTACTED	
Primary Contact: Any posted correspondence will be sent to this address. You MUST inform us if it changes You: as per the details above ☐ Or Letting Agent: ☐	
Correspondence: By Email: ☐ Or By post: ☐	
<i>¹Note: Certain documents, such as Final Arrears Notice and S20 Notices, may only be sent to the postal address</i>	
Signed:	Name: Date: