

**LEASEHOLDER QUESTIONNAIRE**

**1. Are your ownership details correct? Yes/No**

If your details are incorrect please accept our apologies. This may be because we have not yet been served with a Notice of Transfer by your solicitors, which should have happened when you purchased the property. If you would like us to register you as the new owners please fill in the box below. Please note that there is a £25 administration charge to register this change of ownership.

**Name(s) of Property Owner(s)** .....

**Signature(s)** .....

I/we enclose an additional cheque for £25 to register us as the new owner(s) [ ]

**2. Are your property details or billing address correct? Yes/No**

If the property details are incorrect or incomplete, or if you would like your bills to go to an address other than the one stated overleaf, please give details in the space below.

<b>Property Address:</b>	<b>Billing Address:</b>

**3. What is your contact number in case of an emergency?**

**Home** \_\_\_\_\_  
**Office** \_\_\_\_\_  
**Mobile** \_\_\_\_\_

**4. Is this property being rented out? Yes/No**

**5. Have you or any previous owners made any alterations to the property within the last 12 years? Yes/No**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

The majority of leases/conveyances stipulate that you should gain the consent of the Landlord before any alterations may be made to your property; this includes the installation of satellite dishes and windows. Should any alterations be made to the property without consent you will be in breach of your lease/conveyance, which could result in the forfeiture of your lease. Consent is available retrospectively. Please list below alterations that you, or any previous owners, have made to this property?

**6. Are you paying ground rent/service charges for more than one property or account? Yes/No**

Please make clear which properties you are paying for. It is essential that you provide the reference number supplied with each rent demand you have received.