

Name of the residential development:

Address of residential development:

Postcode:

Unique reference number (your scheme no):

Name of the Residents Management Company:

Name and contact details of Property Management Company:

<i>Company name</i> <input type="text"/>	<i>Telephone</i> <input type="text"/>
<i>Address</i> <input type="text"/> <input type="text"/> <input type="text"/> <i>Postcode:</i> <input type="text"/>	<i>Email</i> <input type="text"/>

Date your maintenance responsibilities started:

Name and contact details of Senior Property Manager:

<i>Name</i> <input type="text"/>	<i>Mobile</i> <input type="text"/>
<i>Telephone</i> <input type="text"/>	<i>Email</i> <input type="text"/>

Contract subscriber name: (This is the full name of the company for Maintenance Contract purposes, if and when applicable).

<i>Company name</i> <input type="text"/>	<i>Company registration no.</i> <input type="text"/>
<i>Registered address</i> <input type="text"/> <input type="text"/> <input type="text"/> <i>Postcode:</i> <input type="text"/>	<i>Contact name</i> <input type="text"/>
	<i>Telephone</i> <input type="text"/>
	<i>Email</i> <input type="text"/>

Name and contact details of Concierge for this development:

Name

Telephone

Address

Mobile

Email

Postcode:

Name of other companies authorised to place orders on your behalf: *(for maintenance works, call outs etc)*

Do you use annual purchase order number(s) for maintenance contracts:

Yes

No

Do you use block specific annual purchase order(s):

Yes

No

Do you need maintenance contracts to identify cost per block:

Yes

No

What is financial year for the residential development:

Do you need maintenance contract period to be same as financial year:

Yes

No

Can you advance issue annual purchase order number(s):

Yes

No

Can we accept email message only orders for this development:
(invoice to show unique scheme number, date and time of email)

Yes

No

Do you want your unique site reference number to be your pin number for access to out of hours service: *(this is a chargeable service)*

Yes

No

Additional information, as applicable