

Management information sheet

Full Name(s) :

Property Address :

Property telephone Number :

Mortgage Company :

Home Address :

Home telephone No :

Home fax No :

Home email :

Work telephone No :

Work fax No :

Work email :

Mobile phone number :

INSURANCES

Buildings :

Telephone No :

Policy number :

Contents :

Telephone No :

Policy number :

PLEASE STATE WHERE THE FOLLOWING CAN BE LOCATED AND WHO IS THE SUPPLIER

Gas Stop Cock **& (Supplier)** :

Electricity Meter **& (Supplier)** :

Electric fuses :

Mains Water Stop Cock **& (Supplier)** :

KEYS

One set should be held for management purposes.

Special security key numbers:

Additional key holders names and numbers:

BANK DETAILS

Name of Bank :

Address of Bank :

Sort Code :

Account Number :

Name the Account is held in :

INFORMATION REGARDING THE LEASEHOLD

Superior Landlord :

Phone Number :

Managing Agent :

Phone number :

EQUIPMENT GUARANTEES

Item	Phone No	Warrantee dates from - to
------	----------	------------------------------

Preferred contractors :

Name, Trade and Telephone No.