**CONTACT INFORMATION FORM – PROPERTY MANAGEMENT**

As part of our ongoing commitment to customer quality and efficiency, we would be very grateful if you would fill in the form below to ensure we have your up to date contact details in case of an emergency or customer care enquiries. We would also like to use your email address where possible for individual communications.

Please return this completed form to KWB Residential by post or alternatively by email to [nfagan@kwboffice.com](mailto:nfagan@kwboffice.com)

Thank you for your assistance:

**Property Name** .........................................................................................................

**Property Number** …………………………………………………..…………………………...................

**Property full Address** …………………………….………………..……………………………………………

**Correspondence Address if different from above** ..................................................

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**Telephone No (s)** ……………………………………………………………………………......................

**Email Address**………………………………………………………………………………………………………

**Is your property tenanted?** ………………………………………………………………...................

**If so, please provide tenant/letting agent contact name and telephone number**

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**Signature:** …………………………………………………………………………………………………………..

**Date:**……………………………………………………………………………………………………………………