

Essential Information Form



Address of Property:

Client(s) Name:

Correspondence Address:

Home Phone:	Work Phone:
Mobile Phone:	Fax:
Email:	

Your Accountant's Co & Name		
Address:		
Tel:	Fax:	Email:

Block Management Company:		
Address:		
Tel:	Fax:	Email:

Utility Suppliers:

Electricity:	Tel:
Gas:	Tel:
Water:	Tel:
Telephone:	Tel:
Council Tax (inc Band):	Tel:

Service Contracts/Guarantees:

Item Covered:	Contract / Guarantee Ref / Tel / Expiry:

Meter Locations:

Gas:
Electric:
Water:
Stopcock:

