



Burns Property Management
Hawthorn House
1 Lowther Gardens
Bournemouth
BH8 8NF
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New Owner Information Sheet

Flat Details

Name of Owner/s:

.....

Property Address:

.....

Post Code:

Contact Details

Correspondence Address (if different from above):

.....

.....

Tel Number:

Mobile Number:

Email Address:

Emergency Key-holder

Name:

Address:

Contact No.:

Is the property occupied by:

Yourself

Holiday Home

Tenants

If your property is let, please complete the following section:

Occupiers Details

Occupiers Name:

Contact No:

Letting Agent Name:

Letting Agent Address:

.....

Tel:

Email Address:

Additional Information

If there is any further information you feel we should be aware of then please detail this below:

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It is important that the information we hold is up to date. Please ensure if any of your contact details change, you contact us immediately in order for us to update our records.