Burns Hamilton

Hawthorn House

1 Lowther Gardens

Bournemouth

BH8 8NF

01202 391663

admin@burnshamilton.co.uk

[www.burnshamilton.co.uk](http://www.burnshamilton.co.uk)

**Owner Information Sheet**

1. **Flat Details** «Tenant\_Reference»

**Name of Owner/s: ….…………………………………………………...............................................**

**Property Address: ….…………………………………………………...............................................**

**Post Code:** **….…………………………………………………...............................................**

1. **Contact Details**

**Correspondence Address (if different from above): ………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………**

**Tel Number: ….…………………………………………………...............................................**

**Mobile Number: ….…………………………………………………...............................................**

**Email Address: ….…………………………………………………...............................................**

1. **Emergency Key-holder**

**Name: ….…………………………………………………...............................................**

**Address: ….…………………………………………………...............................................**

**Contact No.: ….…………………………………………………...............................................**

**Is the property occupied by:**

**Yourself Holiday Home Tenants**

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

**Occupiers Details**

**Occupiers Name: ….…………………………………………………...............................................**

**Telephone Number: ….…………………………………………………...............................................**

**Letting Agents Details**

**Letting Agent Name: ….…………………………………………………...............................................**

**Letting Agent Address: ….…………………………………………………...............................................**

**Telephone Number: ….…………………………………………………...............................................**

**Email Address: ….…………………………………………………...............................................**

1. **If you have Power of Attorney (POA) for the Property Owner, please complete the following section:**

**POA Name: ….…………………………………………………...............................................**

**POA Address: ….…………………………………………………...............................................**

**POA Telephone Number: ….…………………………………………………...............................................**

**POA Email: ….…………………………………………………...............................................**

**IT IS IMPORTANT THAT YOU PROVIDE US WITH A COPY OF THE POWER OF ATTORNEY FOR OUR CLIENT’S RECORD IN ORDER FOR US TO COMMUNICATE AND CORRESPOND WITH YOU IN RESPECT OF THIS PROPERTY.**

1. **Additional Information**

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

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**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.**

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## **Re: Communication Via E-mail**

We are continuously striving to provide a faster, more efficient and environmentally friendly service to our clients. Many of our clients have expressed a wish to receive all communications from us by e-mail, including invoices, statements and other general correspondence regarding their property.

If this is a facility that you would like to take advantage of we would be grateful if you would kindly complete the detachable slip below and return it to us.

Yours sincerely

**BURNS HAMILTON**

✂-------------------------------------------------------------------------------------------------------------------------------

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| «Tenant\_Reference»/«Unit\_Description»/«Property\_Description» | | | | |
| Name: | |  | | |
| Address: | |  | | |
| E-Mail Address: | |  | | |
| * I/We are willing to accept invoices, statements and general correspondence regarding our property and details of services provided by Burns Hamilton and others via the e-mail as address stated above. I/We understand that it is our responsibility to inform Burns in writing immediately of any changes in the e-mail address or if I/we wish the service to cease and to revert to a normal postal service. | | | | |
| * I/We are not willing to accept any correspondence via e-mail. | | | | |
| Signed: |  | | Dated: |  |

**Re: Sales & Lettings**

Whilst introducing you to Burns Hamilton we also wish to draw your attention to our Sales & Lettings department.

If you are considering the selling or renting of your property, why not contact them for a **free valuation**? Our Sales & Lettings team are based at our Head Office at Hawthorn House covering Bournemouth, Poole and the surrounding areas.

**The benefits of instructing Burns Hamilton to sell or let your property**

* Advertising on major portals such as www.rightmove.co.uk and www.onthemarket.com
* Local Property Experts with many years of experience
* Specialists in the sale and management of Leasehold property
* Members of ARLA, the Association of Residential Lettings Agents and the NAEA, National Association of Estate Agents.
* Redress available through The Property Ombudsman
* Exclusive access to our online platform giving you up to date information on the progress of your sale or let, 24 hours a day, 365 days a year
* Discounted rates as existing clients of Burns Hamilton

There are considerable benefits in having one company undertake the management of the building and the sale or rental of your property, as we already hold all of the information relating to your building, we are best placed to answer any queries from interested parties.

If you wish our Sales & Lettings Department to contact you for a no obligation consultation, please tick the box on the form below and return it to us in the enclosed stamped addressed envelope. However, if you do not wish to be contacted by us in the future in respect of our own marketing, please indicate this on the form.

Yours sincerely,



**BURNS HAMILTON**

**Tel:** 01202 55 33 35  **Email:** hello@burnshamilton.co.uk

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat/House Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I/We would like to be contacted by the Burns Hamilton Sales & Lettings Team. I/We would prefer to be contacted by:

* Telephone: ……………………………………………………………………………………………..
* Mobile: …………………………………………………………………………………………………..
* Email: ……………………………………………………………………………………………………..

I/We would like to discuss:

* Letting our property
* Selling our property

*\*delete as appropriate*

Signed: …………………………………………………………………………. Dated: ………………………………..

Print Name here: ……………………………………………………………