



WELCOME TO HML

CONTACT DETAILS & COMMUNICATION

Communication is key to our management approach and we keep in touch with our clients on a regular basis so that everyone is kept fully up to date with what we're doing.

So that we may manage each development in accordance with the terms of our management agreement, we require certain information to be provided by our clients and property owners. For us to accept this communication preference form, we require you to provide and confirm your contact details, including your name, telephone number and email address. We will collect and keep this data in accordance with General Data Protection Regulations and store this data only for as long as it is needed or required. Once the information on this form is on our system, the paper copy will be disposed of appropriately. This data will be available to all staff members whilst we are managing your property and only be disclosed to third parties under strict conditions, including but not limited to: times of emergency, conducting legal proceedings, providing data to a debt collection company and, when appropriate, to our client. For further information, please see our full Data Protection policy on our website, www.hmlgroup.com. If you have any queries, please contact your property manager in the first instance.

PROPERTY OWNER CONTACT DETAILS

Please complete in BLOCK CAPITALS and return as soon as possible.

Name	
Property Address	
Daytime telephone	
Mobile No	
Email address	

If you do not live at the property, please provide your contact details:

Alternative Address	

If the property has been sublet please supply tenant | letting agent contact details:

Name	
Property Address	
Daytime telephone	
Mobile number	
Email address	

COMMUNICATION PREFERENCE

To support the environment, our preferred method of communication is email and we encourage this wherever possible. Please select your preferred option below and ensure this form is returned to us as soon as possible to enable us to keep in touch with you. Please return to info@hmlgroup.com or by post to your property manager.

- Yes, I wish to receive all future communication via email
- No, please send all future communication via post

**Please note that some types of correspondence may continue to be sent by post, including accounts and other supporting documentation. Your signature will be required to indicate your agreement to these changes.*

Signed _____

On signing this form, I | we confirm our wish to receive future communication from HML as identified above. I | we are responsible for informing HML of a change in these requirements or contact details.

THANK YOU!