

Contact Details & Communication



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 our Client and to all our staff members whilst we are managing your property and will 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 more information, please see our Data Protection Policy available on the HML website (www.hmlgroup.com).

PROPERTY OWNER CONTACT DETAILS

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

Name	
Customer Reference Number	
Property Address	
Daytime Telephone	
Mobile Number	
Email Address	
Notes	



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

Alternative Address	
Notes	

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

Name	
Property Address	
Daytime Telephone	
Mobile Number	
Email Address	
Notes	

COMMUNICATION

To support the environment, our preferred method of communication is by email and therefore any future communication will be sent to the email address provided above. Should you wish to be contacted via post please notify our Communication Team on the details below.

Please return the completed form to our Communication Team at communication@b-hivepropertyolutions.com or by post to the Communication Team at Stonemead House, 95 London Road, Croydon, Surrey, CR0 2RF.

*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: _____ **DATED:** _____

On signing this form, I/we confirm that I/we are aware that future communication from HML will be received in an email. I/we are responsible for informing HML of a change in these requirements or contact details.