

CPM

Communal Property Management Ltd
C/O – Oakley's Accountants
117 North Hill
Plymouth
Devon
PL4 8JY

communal-property@outlook.com

Dear Prospective Freeholder / Property Owner

Please fill in the below and email or post to us at your earliest opportunity, please fill in as much detail as you can so we can help you with your property.

Property Details		
Property Address		
Post Code and Title number if known		
Is the property over 18 meters tall from pavement to the gutter? if so, how tall?	Yes / No / Not Known	
Number of Flats		
Freehold / Owner Details		
Current freeholder name/s or company name & number.		
Is the freeholder or also a leaseholder at the property? if so, how many flats?	Yes / No	
Preferred correspondence address if different from above property address		
Freeholder Contact number and email	Tel – Email -	
Further Details		
Has or is the property been managed by another Agent?	Yes / No / Not Known	
Is the property management run through an RTM? if so, is this run by the leaseholders or agent ?	Yes / No / Not Known Leaseholders / Agent	
Agents Name		
Agents Address		
Agents' Contact Number and Email	Tel – Email -	
Is the property compliant with current fire safety regulation?	Yes / No / Not Known	
Are all leaseholders currently paying towards service charge?	Yes / No / not Known	
Are there any ongoing section 20 works?	Yes / No / Not Known	
Have any improvement notices been served on the property?	Yes / No / Not Known	

Please note any further comments on the back of this page.