

Property Enquiry Request Form

Request by: -

Name _____ Company _____

Address _____

E.mail _____

I confirm that I am the agent authorised to deal with the property identified below: -

Development _____ Apartment _____

I require the information detailed below (please tick items required)

Advising and providing information on the transfer of leases and registration of notices	£125.00	[]
Copy of Head Lease	£60.00	[]
Copy of Memorandum and Articles of Association	£60.00	[]
Copy of Under Lease	£60.00	[]
Ground rent or service charge statement	£30.00	[]
Insurance schedule	£20.00	[]
Notice of charge / registration / deed of covenant	£75.00	[]
Provision of financial references	£35.00	[]
Service charge accounts and auditors report	£55.00	[]
Service charge budget / planned expenditure	£17.50	[]

Other enquiries (price to be advised on request) £ []

Total Cost Payable £

Please return this form with a cheque for the above sum made payable to 'Action Property Management Ltd' and return to: - Action Property Management, No. 1. Dock Street, Leeds, LS10 1NA.

Once payment is received Action Property Management seek to respond to your enquiry within five working days. Information will be supplied both electronically (where available) and as a hard copy.

Date: - ____/____/____

Signature: - _____