



Anchorage Estates

The Anchorage

Liverpool, Merseyside

Tel: 0787 999 5145 e/mail: estates@aol.org.uk

CONTACT DETAILS

To help us update our records and communicate with Lessees, we need to identifying owners who reside on the premises; owners - who let their Apartment or House; and Apartment or House which are vacant.

This is to allow us to make contact with Owners, Letting Agents and Key Holders in emergencies.

We are also asking Owners who rent their Apartments or Houses to provide a copy of their Landlords Insurance Policy or Vacant Property Policy for our records.

Section 1. (All Lessees to complete)

Lessee Details Name:

Address:

Address:

Tel: Home

Work

Mobile

e/mail

Section 2. (Complete Section 2 if you rent your apartment or go to Section 3)

Letting Agent / Key Holder Name:

Address:

Address:

Tel: Home

Work

Mobile

e/mail

Section 3. (Complete status of apartment Please tick appropriate box)

Is the apartment currently occupied: YES NO (If yes and is being rented please complete Section 4)

Section 4. (Complete if Tenant in occupation or move to Section 5)

Tenants: Name:

Section 5. (Complete if the apartment is being rented Landlords Insurance Policy)

Landlords Insurers:

Policy Number: Expiry Date:

Type of Policy: **Landlord Insurance Policy** **Vacant Property Policy** (Please tick box)

Definition - The "Lessee" is the registered "Owner" of the apartment or house.

Anchorage Estates is the collective name for the Estate Management:

Building and Maintenance: Glen Ltd. Chartered Surveyors, Kirklington, Mannings Lane North, Hoole Village, Chester CH2 2PB.
Accounting: Gilby & Co. Chartered Accountants, Rosehill House, Pygons Hill Lane, Lydiate, Merseyside L31 4JF