

# COMMUNICATION PREFERENCE FORM



Communication is key to our management approach, and we keep in touch with our clients on a regular basis so that everyone is 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 property owners. We will collect and keep this data in accordance with the General Data Protection Regulations. This data will be available to all staff members while 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. If you have any queries, please contact your property manager in the first instance.

## Contact Details and Communication

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### Property Owner Contact Details

Please complete in BLOCK CAPITALS and return as soon as possible

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

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

Alternative Address	
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# COMMUNICATION PREFERENCE FORM



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

Tenant Name/s	
Property Address	
Mobile Numbers	
Email Addresses	
Letting Agents Name	
Address	
Phone Number	
Email Address	

## Communication

To support the environment, our preferred method of communication is by email. However, we would ask you to confirm either email or post, if left blank we will assume email.

Email

or

Post

Please return the completed form to our Accounts Team at [accounts@faraday-property.com](mailto:accounts@faraday-property.com) or by post to Faraday PM Ltd., 4th Floor, High Holborn House, 52-54 High Holborn, London, WC1V 6RL.

Please note that some types of correspondence may continue to be sent by post, including accounts and other supporting documentation.

If you would like to set up direct debit for settlement of any service charges or ground rent, please tick the below box, and we will send you a direct debit mandate form to complete and return to us.

Direct debit

Your signature will be required to indicate your agreement to these changes.

Signed

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Dated

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