

# Cannock Chase Council Leasehold Management Information & Buildings Insurance Alteration Form

In order to manage the building properly, the Council may need to contact you in the event of an emergency. Please complete this form and return it to the address below.

Address of Property

  

Leaseholder(s)

  

Home tel No.

Daytime tel  
No.

**\*\* Do you let your flat to somebody else? \*\***  
**If so, please complete the following section**

NOTE: If you sub-let your flat, your lease requires the Council is kept informed of any changes. You must also ensure that your tenants adhere to the covenants contained in the lease, as you are responsible for their actions. Please note that letting your flat is a material risk accepted by the insurers and may restrict the cover given by the policy. An additional premium may be imposed by the insurers.

Leaseholder's Contact Address

  

Leaseholder's Contact Tel No.

## Managing Agent's Details (if relevant)

Name

Address

  

Telephone No:

E-mail:

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please return this form to:

RTB & Leasehold Services Officer,  
Housing Property Services,  
Cannock Chase Council, Civic Centre,  
Beecroft Road, Cannock WS11 1BG