

**OWNER/RESIDENT CONTACT DETAILS**

Dear Owner/Resident,

In order for the Security staff to effectively carry out their duties, it is important that they have up to date details of Owners and Residents so that they can be contacted in case of any emergency/delivery/key release.

In order to update the existing records may we ask that all Owners and Residents complete the following forms and return to Security staff.

<b>Flat Number</b>	
<b>Name(s)</b>	
<b>Owner/Resident</b>	
<b>Contact Telephone Number (Landline)</b>	
<b>Contact Telephone Number (Mobile)</b>	
<b>Contact email Address</b>	

# Ice Wharf

## DELIVERIES

In respect Flat No: ....., Ice Wharf I hereby request the Security

Officer/concierge:

Receive any deliveries addressed to my property in my absence, tick to confirm

In making this request I fully indemnify the Security Officer, Serjeant Security, Managing Agent and Ice Wharf Directors or their associated companies, against the loss or damage relating thereto. I understand that after 21 days of receipt of the any delivery it may be returned to the sender if not collected. I also understand that only small packages or parcels can be received on my behalf. The Security Officer also reserves the right to refuse acceptance of any delivery.

Name:	
Signature:	
Date:	

**KEY HOLDING**

In respect of Flat No: ....., Ice Wharf, I hereby request the Security Officer

Hold: ..... sets of keys to my flat and may:

1, Release keys to any named person, ONLY with prior WRITTEN permission given by the registered Owner/Resident, tick to confirm:

2, Hold keys for the sole purpose of release to Owner ONLY with proof of identity, tick to confirm:

Name:	
Signature:	
Date:	