Woodland Gate – Common Parts Maintenance Forms  
(this form is to gather information only and there is no commitment implied on behalf of the owner)

|  |  |  |  |
| --- | --- | --- | --- |
| Property Information |  |  |  |
| House Number: |  | **Street:** |  |
| Postcode: |  | **Builder:** |  |

Please complete for ***each*** Proprietor (owner) as listed on the Title Deeds, please indicate who will be nominated to initial hold voting rights. (if you are a tenant or other resident please see Contact Section)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1st Proprietor /Owner Information |  | |  | |  |
| Full Name: |  | | **Do you reside at the address above? Y/N** | | |
| Alternative Address: |  | | | | |
| Contact Email: (Optional) |  | | | | |
| Contact Number: |  | **Voting Rights:** | | **Y/N** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2nd Proprietor /Owner Information |  | |  | |  |
| Full Name: |  | | **Do you reside at the address above? Y/N** | | |
| Alternative Address: |  | | | | |
| Contact Email: (Optional) |  | | | | |
| Contact Number: |  | **Voting Rights:** | | **Y/N** | |

Contact Section - If you are a tenant or other resident, please can you complete the section below or send this letter and form to your landlord/agent or directly to the owner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Landlord/Agent /Owner Information |  | |  |  |
| Name of Landlord or Agent: |  | |  | |
| Address: |  | | | |
| Contact Email: (Optional) |  | | | |
| Contact Number: |  | **Contact Name:** |  | |

A copy of this letter and the form can be downloaded from <http://www.drumsagardvillage.co.uk/community/woodlands-gate>.

You can please return the completed form by hand or post to ***Stephen Jackson*** at ***2 Beech Crescent*** or completed forms can be sent via email to [woodlandsgate@drumsagarvillage.co.uk](mailto:woodlandsgate@drumsagarvillage.co.uk).

We would kindly ask that all forms are ***returned by the 9th of September*** and I thank you in advance for your help on behalf of the 4 “volunteers”.

Brian Hayes, 2 Cypress Way, Cambuslang, Glasgow, G72 7XB.