

**Please complete and return this form to: Brockwell Gate Management Company Limited, PO Box 41067, London SW2 2XZ.**

In order to be covered by the Buildings and Terrorism Insurance policy, Lessees are required to notify the Manager of any periods when apartments are unoccupied in writing (for example, owner temporarily living away, between tenancies or in preparation for sale). This form allows you to do this. There are additional obligations in the Buildings Insurance policy which must be also be adhered to, as outlined below.

**I / we,** *(name / company)* \_\_\_\_\_,

**owner of :** *(apartment address)* \_\_\_\_\_,

**hereby notify the above property is / will be vacant from** \_\_\_\_\_ **until**

\_\_\_\_\_ *(give dates)*. **I / we agree to the following requirements, as outlined in the**

**Buildings insurance policy:**

- I / we have turned off all mains services (except the electricity supply to maintain any fire or intruder alarm system) and completely drained the water system
- I / we will inspect the building internally and externally and at intervals of no more than SEVEN DAYS
- I / we have secured the building against unlawful entry by closing and locking doors and windows and setting any security and alarm system
- I / we will take reasonable steps to prevent accumulations of mail

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact address:** \_\_\_\_\_

**Telephone number in the event of emergency:** \_\_\_\_\_

*The address to return this form is shown at the top of the page.*

*Brockwell Gate Management Company Limited's registered address is Equity House, 128-136 High Street, Edgware, HA8 7TT, United Kingdom. Brockwell Gate Management Company Limited is registered in England with company number 3821872.*