



## Change of Personal Details or Ownership Form

- Complete part A if the ownership of the property has changed.
- Complete part B if the correspondence address/contact details of the existing leaseholder has changed.

### Part A: Change of ownership

<b>Document enclosed/attached</b> <i>(please tick)</i>	Marriage certificate <input type="checkbox"/> Deed Poll certificate <input type="checkbox"/> Death certificate <input type="checkbox"/> Other approved certificate <input type="checkbox"/>
<b>Your Name (inc title)</b>	
<b>Full Address Property:</b>	Address Line 1: Address Line 2: Address Line 3: Address Line 4: Post Code:
<b>Correspondence address:</b>	Address Line 1: Address Line 2: Address Line 3: Address Line 4: Post Code:
<b>Email Address</b>	
<b>Contact number</b>	
<b>Letting Agent email and phone number</b> <i>if appropriate</i>	Name: Email: Phone number

**Part B: Change of personal details**

<b>Your Name (incl title)</b>	
<b>Full Address Property:</b>	Address Line 1: Address Line 2: Address Line 3: Address Line 4: Post Code:
<b>Correspondence address:</b>	Address Line 1: Address Line 2: Address Line 3: Address Line 4: Post Code:
<b>Email Address</b>	
<b>Contact number</b>	
<b>Letting Agent email and phone number <i>if appropriate</i></b>	Name: Email: Phone number

**Preferred Contact** (*delete as appropriate*)    Email   /   Post

Please return this form via email to [info@charlescox.co.uk](mailto:info@charlescox.co.uk)  
Or to Charles Cox Limited, Enterprise Centre, Denton Island, Newhaven, BN9 9BA.