

North-East Apartment Management



Mosstown,
Dunleer,
Co. Louth

041-6851411
087-2922108

E-mail: rmcardle@iol.ie

Owner's contact details

The following information is required to ensure that we have accurate details on file relating to your apartment. This is essential in case of an emergency e.g. water leaks/flooding, fire, burglar alarms ringing, etc. **Please fill in and return this form.**

Apartment Number _____

Name of estate _____

Owner's name _____

Owners home or contact address _____

Owners phone nos. Mobile _____ Landline _____

Owners email address _____

Key-holder's name _____

Key- holders email address _____

Key-holder's contact phone no's _____

Please ensure that key-holder knows the alarm code

If you are an owner occupier, please provide contact name & phone no. of family member or friend in case of accident, emergency etc.

Name _____

Phone numbers Mobile _____ Landline _____

Thank you for completing the above information – please send it to North East Apt. Mgmt. at the above address. ***If in the future, any of these details need to be changed, please contact us*.**