

**LETTER OF APPOINTMENT - Building Owner**

**ADDRESS OF THE PROPOSED WORK :**

**Contact details for you or your appointed representative\***

\*Where there is more than one owner or the property is owned by an organisation/company, an appointed representative will act on their behalf. Any and all correspondence or communication will be via this person.

<b>Name</b>	
<b>House/Flat Number</b>	<b>Road/Street Name</b>
<b>Postcode</b>	<b>Town/City</b>
<b>Daytime Telephone</b>	
<b>Email</b>	
(By providing an email address here, consent is given to receive any notices and/or any other relevant documents under the Party Wall Etc. Act 1996 to that email address.)	

Coburns Party Wall are hereby authorised to sign, issue, serve, send, receive and respond to all notices under the Party Wall etc. Act 1996 in relation to the works currently proposed at the above address.

In the event of a dispute arising within the meaning of the Act Mr K. GREWAL is appointed as a surveyor in accordance with section 10(1) of the Act and that he has authority to act as the agreed surveyor. He is further authorised to make all requests and appointments under the Act that may be necessary.

The building owner/s accept responsibility for costs incurred in preparing and serving notice/s, recording any condition record/s and making and serving any award/s (or other task/s deemed necessary) in accordance with the advised fees and agree that payment shall be made upon request and in any case, in advance of any award being served.

<b>PRINT</b>	If signing on behalf of all of the owners or on behalf of an organisation or corporate body, the signatory confirms that they have the necessary authority.  By signing this appointment form it is confirmed that the building owner(s) is owner within the meaning under the Act.
<b>SIGN</b>	
<b>COMPANY NAME and ADDRESS:</b> <u>(only where applicable)</u>	
<b>DATE</b>	

**HOW DO I RETURN THIS FORM?**

**Take a picture and WhatsApp to 077300 18236 or**

**Post in the enclosed pre-paid envelope - (No stamp required) or**

**Take a picture/Scan and email to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk)**