

## Owner invoice Details - Contact Form

In order to be able to contact each co-owner to supply you with your monthly invoice in De Castle Royal, the Property Management Team requires each co-owner to complete the following form.

(Please complete to ensure the property management Team can contact you when required)

### Personal Details

Owner or Representatives Full Name: \_\_\_\_\_

House Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Invoice Contact Details

Owner or Representatives Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Note: If the Co-Owner needs to change any invoice contact details, you must inform the Property Management Office immediately (See Management Service Agreement).

If you have any questions, please feel free to visit the Property Management Office at De Castle Royal on F(4<sup>th</sup>) Floor.

Landline: +855 23 900 081/ 23 900 082

E-mail: [info.decastleroyal@gmail.com](mailto:info.decastleroyal@gmail.com)

Yours faithfully,

De Castle Royal,  
Property Management Team