

Freehold Information Pack Enclosures

B-hive Property Solutions

The following documents will be included in every pack:

- ✓ FME1 Form (Newest Edition)
- ✓ Service Charge Statement of Account
- ✓ Service Charge Apportionment Sheet
- ✓ Service Charge Budget Reports for the Current and Previous Year
- ✓ Service Charge Accounts for the Last Three Years
- ✓ Public Liability Insurance Certificate and Policy Wording Document
- ✓ Health & Safety Risk Assessment
- ✓ HML Contact & Communication Preference Form
- ✓ HML Resident Handbook
- ✓ Deed of Variation Process

If applicable to your development/property, the following documents will also be included:

- ✓ Application for Membership Form / Stock Transfer Forms
- ✓ Memorandum and Articles of Association
- ✓ Special Resolutions



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