

# 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



[www.b-hivepropertysolutions.com](http://www.b-hivepropertysolutions.com)

B-hive Property Solutions is a trading name of HML PM Limited, a company registered in England, company number 04231933 and registered address 9-11 The Quadrant, Richmond, TW9 1BP, who are Appointed Representatives of Alexander Bonhill Limited who is authorised and regulated by the Financial Conduct Authority Ref: 311714.