



Instruct Rooms to Let

Thank you for your time.

To instruct Rooms to Let North East to carry out any services. You will be given our Business Terms and conditions to read and accept.

The terms and conditions will specify the all the services we offer, and prices involved.

Please confirm the exact requirements of services you require.

Along with our terms and conditions, we will require you to fill in a details form. This is to gather your details and the details of the property. We require this information to carry out the services.

When completing our details form and terms, you will need to supply the following information and proof to satisfy Anti Money Laundering Regulations. We will also need to set up your account up on our system.

Details to get handy

- Full names of all owners
- Details of any company or trust that has interest of ownership
- D.O.B of all owners
- Full address of the property to be LET
- Contact names and numbers for all owners
- Correspondence address for all owners
- Details of an emergency contact
- Verification your tax address is in the UK and you reside there more than 6 months of the year
- Companies house details if registered as a company
- Company number
- Proof of ownership
- Account details for payments
- Photo ID
- Utility Bills

Any questions. please do not hesitate to contact our office for further information.