

Proving your identity and ownership of a property

Acceptable documents - Money Laundering Regulations 2017

As with all Estate Agents, Easy Home Lets & Sales is subject to the Money Laundering Regulations 2017. This means that we have to obtain and hold identification and proof of address for all customers. Additionally, we are also required to establish whether there are any beneficial owners on whose behalf the transaction or activity is taking place, hence, we would request you to identify anyone who you would consider to be a beneficial owner. Where appropriate, the source or destination of funds may also be requested. Without this information we may be unable to proceed with any work on your behalf. Easy Home Lets & Sales is registered and supervised by HM Revenue & Customs for compliance with the Money Laundering Regulations 2017.

Below is a list of acceptable identity documents. We require sight of all original or certified documents. Subject to your individual circumstances, Easy Home Lets & Sales may liaise with you for further/other documentation.

Individual identity documents

Easy Home Lets & Sales requires one document from List A and one document from List B.

List A - Identity Document

Current signed passport or Valid UK driving licence or EEA member state identity card

List B - Proof of Address

UK/EU/EEA Drivers Licence (if UK Drivers Licence not used as ID from list A)

Must be valid, not expired. Photo only. Full or provisional.

Bank, Building Society or Credit Union Statement

Dated with 3 months. Must include account number and show recent activity. No general correspondence.

Credit Card Statement

Dated within 3 months. Must include account number and show recent activity. No general correspondence.

UK, EU, EEA Mortgage statement

Dated within 12 months. Must show account number. No general correspondence.

Utility Bill

Dated within 6 months E.g. Gas, electricity, water. Must show address for service and/or account number. No general correspondence.

Telephone Bill

Dated within 6 months E.g. Landline or mobile pay monthly (excluding pay as you go). Must show address for service and/or account number. No general correspondence.

Council Tax

Dated within 12 months. Must show address for service and/or account number. No general correspondence.

Tenancy Agreement

Dated with 12 months. Must state full name and full property address. Issued by local council, housing association, solicitor or reputable letting agent.

Benefits Entitlement Letter

Dated within 12 months. Issued by DWP or Jobcentre plus. Must confirm benefit payable at time of issue. E.g. Pension, disability, single parent, housing etc.

HMRC Tax Notification

Dated with 6 months. Must state national insurance number and tax calculation. No general correspondence.

Home or Motor Insurance Certificate

Dated within 12 months. Must state insured address or registered address for vehicle and policy number. No general correspondence.

UK solicitors letter confirming house purchase/land registration

Dated with 3 months. Must state full name of new proprietor and full property address.

NHS Medical Card or letter from GP confirming registration

Dated within 3 months. Must state individual's date of birth and NHS number. No general correspondence.

Official confirmation of Electoral Register entry or official poll card

Dated within 12 months. Must state full name and full address. No general correspondence.

Police Registration Certificate

Dated within 12 months. Must state the full residential address of the individual.

Probate

If you are acting as a Representative of an Estate we require the following:

- Grant of Probate (if a will was left)
- Letter of administration (if no will left)
- **Individual identity evidence from List A & B** for the Personal Representative, either executor or administrator

Limited company

If you are acting as a Representative of a **UK** Company we will also require the following:

- Certificate of Incorporation
- Articles of Association
- Memorandum of Association
- Latest Annual Return or Confirmation Statement, with details of current company officers
- If offshore, nominee director declaration and a general power of attorney
- **Individual identity evidence from List A and B** for all individuals or entities with 25% or more of the shares or voting rights in the company

Trust

If you are acting as a Representative of a Trust we require the following:

- Trust deed
- List of trustees
- List of beneficiaries
- **Individual Identity evidence from List A & B** for all individuals with a vest interest in 25% or more of the capital and/or those who exercise control over the Trust

Terms & Conditions and Privacy Policy

This website is the property of Easy Home Lets Limited and Easy Home Sales Ltd of 159-161 Spendmore Lane, Coppull PR7 5BY. Your use of our website constitutes your acceptance of these Terms and Conditions and our Privacy Policy as amended from time to time. If you do not agree to these Terms and Conditions you should not use this website.

Disclaimer

Easy Home Lets & Sales takes all reasonable care to ensure that the information contained on this website is accurate, however, we cannot guarantee its accuracy and we reserve the right to change the information on this website (including these terms and conditions) at any time. You must therefore check these terms and conditions for any such changes each time you visit this website.

Easy Home Lets & Sales makes no representations or warranties of any kind with respect to this website or the content contained on it, including any text, graphics, advertisements, links or other items. Furthermore, neither Easy Home Lets & Sales nor any other contributor to this website make any representation or gives any warranty, condition, undertaking or term either expressed or implied as to the condition, quality, performance, accuracy, fitness for purpose, completeness or freedom from viruses of the content contained on this website or that such content will be accurate, up to date, uninterrupted or error free. Nothing on this website shall be regarded or taken as financial advice.

Particulars

All property particulars on this website are prepared for information purposes only and although they are believed to be correct, complete and current, no guarantee is given. Easy Home Lets & Sales, the sellers, owners or landlords accepts no responsibility for this accuracy. Photographs of properties displayed on this website show only certain parts of the property as they appeared at the time they were taken. Measurements, areas and distances are approximate only. We would advise that all services, appliances and heating facilities be confirmed in working order by an appropriately registered service company or surveyor on behalf of the buyer as Easy Home Sales cannot be held liable for any faults found. No responsibility can be accepted for any expenses incurred by prospective purchasers. Any reference to alterations to, or use of, any part of the property does not mean that any necessary planning, building regulations or other consent has been obtained. You should not rely on any of the information contained in the particulars as statements or representations of fact and any intending purchaser or tenant must satisfy themselves by inspections, searches or enquiries that all information is correct. The VAT position relating to the property may change without notice.

Privacy Policy

Easy Home Lets & Sales is committed to ensuring that your privacy is protected.

This Privacy Policy together with the Terms and Conditions of Use and any other documents referred to in it sets out the basis on which any personal data which we collect from you, or that you or others provide to us, will be processed by us.

Please read the following carefully. By accessing, browsing or otherwise using our website you confirm that you have read, understood and agree to the terms of this Privacy Policy. You are not required to provide any personal information to use our website, however if you choose to register your details you agree that we may collect, store and use the information. We will not use your information for any purposes other than those set out in this Privacy Policy

This Privacy Policy was last amended on 25th May 2018.

How we get Information about you

Information you give us:

You may give us information about you by completing forms on our site or by corresponding with us by phone, email or otherwise. The information you give us may include (but is not limited to) your name, title, date of birth, address, email address, phone number or other contact information, username, password, financial details, and the records and contents of any correspondence and communications you have with us or any feedback which you leave for us.

You acknowledge that the information which you provide to us may amount to sensitive personal data under the Data Protection Act 1998 and you consent to that data being processed as set out in this Privacy Policy.

Information we may collect from you.

Each time you visit our site, we may automatically collect the following information:

- Technical information, including but not limited to the Internet Protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, identification number, online identifier, location data and other similar identifying information required for your devices to communicate with websites and applications on the internet;
- Information about your visit, including but not limited to the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs), and methods used to browse away from the page and any phone number used to call us.

Information we receive from other sources.

- We may receive information about you if you visit any other websites which we operate or use any services which we provide.
- We may also collect, and our third party providers of advertisements and content may collect, information about where you are on the internet.
- We are also working with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.
- Please note that third parties may use cookies, web beacons and other storage technologies to collect or receive information from your websites, apps and elsewhere on the internet and use that information to provide services including measurement services and target ads.
- Information provided by other companies who have obtained your permission to share information about you.

How we use your information

How we will use information you give us:

- To contact you;
- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services which you request from us;
- To provide you with information about other goods and services that we offer.
- To provide you, or permit selected third parties to provide you, with information about goods or services which we feel may interest you.
- To assist us in the improvement and optimisation of advertising, marketing material and content, our services and the website (including, without limitation, via third parties);
- To notify you about changes to our service;
- To ensure that content from our site is presented in the most effective manner for you and your computer;
- To verify your identity;
- As part of our efforts to keep our site safe and secure and to prevent or detect fraud;
- To provide customer support;
- To comply with the requirements imposed by law or any court order.

How we will use information we collect about you:

In addition to the purposes listed above, we will use this information:

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and your computer;
- To allow you to participate in interactive features of our service;
- To measure or understand the effectiveness of advertising we serve to you and others and to deliver advertising to you and others (including via selected third parties);
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them (including via selected third parties).

How we will use information about you we receive from other sources.

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out.

The legal basis upon which we deal with your information

Wherever we collect, use or pass on your personal information. We will make sure we do so for a valid legal reason. This will be for at least one of the following reasons:

- Because we have your permission to do so;
- Because it is necessary to fulfil the terms of our contract with you (landlord or tenant);
- Because it is necessary to support the legitimate interests of our business by providing a seamless service;
- Because we have a legal obligation to do so.

How we protect your information

The internet is not a secure medium, however we have put in place industry standard security measures to protect your privacy. We also keep your information confidential.

Disclosure of your information

We may share your information with selected third parties including but not limited to:

- Business partners, suppliers and sub-contractors, for the performance of any contract we enter into with them or with you;
- Advertisers and advertising networks (including social media) that require the data to select and serve relevant adverts to you;
- Analytics and search engine providers that assist us in the improvement and optimisation of our site and services.

We may disclose your information to third parties:

- In the event that we buy or sell any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- If Easy Home Lets & Sales or substantially all of its assets are acquired by a third party, in which case personal data held by it about its clients will be one of its transferred assets;
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property or safety of Easy Home Lets & Sales, our clients, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Our site may from time to time contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please be aware that these have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before submitting information to these websites.

Your rights

Your information may be held for at least six years for legal, regulatory and accounting purposes and thereafter for as long as reasonably necessary to fulfil the purposes.

You have the right to withdraw consent for us to process your information and for its use for marketing purposes. You have the right to withdraw consent for us to process your information at any time.

You have the right to withdraw consent for us to pass your information to third parties for marketing purposes. This will result in us ceasing to offer the goods and services to you.

If you no longer wish to be contacted by third parties for marketing purposes, please follow the instructions in their marketing communications, or consult their privacy policies about how to unsubscribe from their communications.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to optimise your experience of our website and services and also allows to improve our site. The Easy Home Lets & Sales website and applications may collect anonymous data about how you use our services in order to help us improve future functionality.

Changes to our Privacy Policy

If we change our Privacy Policy we will post the changes on this page..

As a data controller we are registered with the Information Commissioner's Office, and our registration number is Z3144840.