**Welcome to LetMC!**

**Please read through and complete this form carefully.**

**Without this information, we will be unable to build your documents for use with the LetMC system.**

Please see the list of documents that are part of your Integration setup.

Please fill out each section and add any document specific notes if required.

***\*Mandatory fields***

**Tenancy Agreement Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **File Name\*** | **Tenancy Agreement Type\*** | **Service Type\*** | **Branch\*** |
|  |  |  |  |
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|  |  |  |  |

**Core Documents**

|  |  |  |
| --- | --- | --- |
| **LetMC Name** | **File Name\*** | **Notes** |
| Terms of Business |  |  |
| Landlord Instruction |  |  |
| Prescribed Information  |  |  |

**Marketing Material**

|  |  |  |
| --- | --- | --- |
| **LetMC Name** | **File Name\*** | **Notes** |
| Lettings Window Display |  |  |
| Sales Window Display |  |  |
| Lettings Brochure  |  |  |
| Sales Brochure |  |  |

**Branding**

You may also wish to send us your headed paper design so that we can build the artwork in to the LetMC letters; although this is not necessary if you plan to print on to headed paper. Please send any artwork in high resolution image files (.jpg, .png .pdf).

**Other Documents**

Anything outside of these documents would be classed as a normal Documentation request and would need to be sent across after your Integration has finished. Alternatively by following this [link](https://letmc.zendesk.com/hc/en-us/sections/115002684088-Documentation) you will be able to access guides with instructions on how to implement the correct tags into a Custom Document Template.