

What do we need?

As required by legislation, we need to complete identity checks on all parties involved in high value rentals of a property. Please therefore provide one document from each of the following lists for yourself:

List A - Verification of identity	List B - Verification of your current residential address
<ul style="list-style-type: none"> • A valid Passport (any nationality) • A valid UK Photocard Driving Licence 	<p>This document needs to clearly show your name (same as per the document under List A) and full residential address wherever it is in the world.</p> <ul style="list-style-type: none"> • Household utility bill. This could be: gas, electricity, water, landline, satellite TV, TV licence or service charge/ground rent invoice <u>with an issue date within the last three months</u> • Bank or Building society statement <u>with an issue date within the last three months</u> • Solicitors letter confirming recent house purchase <u>dated within the last three months</u> • Mortgage statement from a recognised lender <u>issued within the last year</u> • Local Authority council tax bill for the <u>current council tax year</u> • Council or housing association rent card or tenancy agreement for the <u>current year</u> • HMRC self-assessment letters or tax demand <u>dated within the current financial year</u> <p>We cannot accept</p> <ul style="list-style-type: none"> • A mobile phone bill • A credit card statement

If we haven't met you

If we haven't met you, we need both of the documents to be certified - The certifier must have met you, so they can confirm the photo is a true likeness.

The certifier (see below who can certify) needs to include the following statement on each document:

- Photo ID (List A document) - **"Certified to be a true copy of the original seen by me and the photograph is a true likeness of the individual whom I have met"**
- Proof of Address (List B Document) - **"Certified to be a true copy of the original seen by me"**

They also need to:

- Sign and date the documents
- Identify who they are, including their profession, membership number (if applicable), work address and telephone number

The following people can certify a document

- Bank/Building Society Official
(must be stamped with branch stamp)
- Chartered Accountant
- Doctor/Dentist
- Notary
- Solicitor
- Teacher/Lecturer