

IDENTIFICATION CERTIFICATE – Tenancy Application -

Full Name of Applicant:

Date:

Current Address of Applicant:

Right Tick

EVIDENCE of NAME – Identity DOCUMENTS (2 required at least one with a photo – we require sight of original documents, plus good photo-copies, or we require certified copies – see below)	
Full Passport – 2 or more passports if dual/multi nationality - please produce the original passport & supply a good photocopy showing your photograph.	<input type="checkbox"/>
Full Driving Licence - please produce originals & supply a good photocopy (b) showing photograph. a. Paper Driving Licence b. Photo card Driving Licence	<input type="checkbox"/>
A Recent HM Revenue & Customs Tax Notification or Self Assessment Notification.	<input type="checkbox"/>
Letter from employer or Payslips or Contract of Employment	<input type="checkbox"/>
Birth Certificate or Marriage Certificate	<input type="checkbox"/>
National Insurance Card or document confirming NI number	<input type="checkbox"/>
Benefit Book (or original letter confirming benefits)	<input type="checkbox"/>
Self-employed tax exemption certificate – with photo – supply good photocopy	<input type="checkbox"/>
Resident permit or Work Permit - issued by the Home Office	<input type="checkbox"/>
EVIDENCE of ADDRESS DOCUMENTS (2 required, sight of originals or certified copies – all letters to show your current address in full)	
Bank or Building Society Statements (not older than 6 months)	<input type="checkbox"/>
Local Authority Council Tax bill (current year)	<input type="checkbox"/>
Utility bill (not older than 3 months) – Mobile phone bills NOT acceptable	<input type="checkbox"/>
Mortgage Statement (current year)	<input type="checkbox"/>
Letter from current landlord, solicitor, accountant or letting agent (not older than 6 months)	<input type="checkbox"/>
Current Tenancy Agreement.	<input type="checkbox"/>
Benefit Book or letter from Benefits Agency (if not used above)	<input type="checkbox"/>

We must have proof of personal identity (2 pieces) and evidence of current address (2 pieces) – 4 pieces in total - the same documents will not cover both.

If you are a UK national and cannot supply original documents we can accept certified copies by: A UK lawyer, banker, authorised financial intermediary, MCCB regulated mortgage intermediary, chartered accountant, teacher, doctor, minister of religion, post master/sub post master.

If you are a non UK national we can accept certified copies of documents from: an embassy, consulate or high commission of the country of issue, a senior official of a UK employer, lawyer or attorney.

Certified Copies should be signed “original seen” and dated with full printed name, title/position, telephone or e-mail contact and address of certifier.