

A separate form must be completed for **EACH** party to the agreement (e.g. Joint Tenant/Landlords)

Full Names of Tenant/Landlord

Date of Birth

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Full Postal Address of Property to be Let

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*These items may be used to give evidence of address *or* identity but **NOT** both.

Full Postal Address of Tenant/Landlord (if different to above)

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NB Please complete one line in each of the two following verification sections.

Evidence of Name Reference Authority Date of Birth Place of Birth Expires

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|---|--|---------|--|--|--|--|--|--|
| Current full signed passport | | | | | | | | |
| Resident Permit issued to EU Nationals by Home Office | | Country | | | | | | |

Issued

| | | | | | | | | |
|---|-----------------|-------------------|--------|-----|--------|--|--|--|
| Current UK/EU Photo Driving Licence * | | | | | | | | |
| Current Full UK Driving Licence (Old Style)* | | | | | | | | |
| State Pension or Benefits Book/Notification Letter* | | Issuing Authority | | | | | | |
| Inland Revenue Tax Notification | National Ins No | Type P45 | yes/no | P60 | yes/no | | | |

Evidence of Address Reference/Acc Name Address Current Y/N? Date of Issue

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|--|--|-------------------|--|--|--|--|
| Most recent Mortgage Statement | | Lender: | | | | |
| Current Local Authority Tax Bill | | Authority: | | | | |
| Local Authority Rent Card or Tenancy Agreement | | Authority: | | | | |
| Bank/Building Society/Credit Union Statement or passbook | | Issuer: | | | | |
| Utility Bill (NOT mobile phone) | | Utility | | | | |
| Current UK/EU Photo Driving Licence* | | | | | | |
| Current UK Full Driving Licence (old Style)* | | | | | | |
| State Pensions of Benefits Book/Notification Letter* | | Issuing Authority | | | | |

I CLARIFY THAT

Section A: I have verified the identity of the Tenant/Landlord named above and having; a) seen the original documents; b) checked that any requiring signature had been pre-signed; c) Confirmed that any associated photograph of the above client bore a good likeness to the person identified above; Have included the relevant reference information on this form YES/NO if no complete section b

Section B: I have not verified the identity of the above Tenant/Landlord named above for the following reasons; a) Client previously identified, and information remains on file; b) Other, (please state)

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|-----------|------------|----------|------|--|--|
| Signature | Print Name | Position | Date | | |
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N.B. This form MUST be completed and signed by the person who has seen the original documentation evidence