

IDENTIFICATION CERTIFICATE – Tenancy Application -

Full Name of Applicant:

Date:

Current Address of Applicant:

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)	Tick 2 boxes
Full Passport – 2 or more passports if dual/multi nationality - please produce the original passport & supply a good photocopy showing your photograph.	
Full Driving Licence - please produce originals & supply a good photocopy (b) showing photograph. a. Paper Driving Licence b. Photo card Driving Licence	
A Recent HM Revenue & Customs Tax Notification or Self Assessment Notification.	
Letter from employer or Payslips or Contract of Employment	
Birth Certificate or Marriage Certificate	
National Insurance Card or document confirming NI number	
Benefit Book (or original letter confirming benefits)	
Self-employed tax exemption certificate – with photo – supply good photocopy	
Resident permit or Work Permit - issued by the Home Office	

EVIDENCE of ADDRESS DOCUMENTS (2 required, sight of originals or certified copies – all letters to show your current address in full)	Tick 2 boxes
Bank or Building Society Statements (not older than 6 months)	
Local Authority Council Tax bill (current year)	
Utility bill (not older than 3 months) – Mobile phone bills NOT acceptable	
Mortgage Statement (current year)	
Letter from current landlord, solicitor, accountant or letting agent (not older than 6 months)	
Current Tenancy Agreement.	
Benefit Book or letter from Benefits Agency (if not used above)	

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.