

Proof of Identity

ID & address confirmation

To comply with the Money Laundering Regulations 2007, you will need to provide us with original documentary proof of your identity and your address. We need to see one **identification document** and one **address confirmation document**.

You can't use the same item to confirm both your name and address.

Why do we need to see your ID?

When you instruct us to act for you in the sale or letting of a property or if you are about to take up the tenancy of a property, we are required by law to ask you to prove who you are and where you live. This is to comply with money laundering regulations and to help stop criminals using property services to move money around.

As well as fulfilling our legal responsibility, we aim to help combat financial crime and protect you from criminals who might otherwise falsely use your name, without your knowledge.

What's needed for online account applications?

What you need to provide will be outlined in a letter we send to you. You should bring these documents into the office so that they can be verified.

Identification

- ✓ Current valid signed UK/EEA/EU passport
- ✓ New-style UK/EEA/EU photocard driving licence (provisional or full)
- ✓ Current EU/EEA national identity card
- ✓ Armed forces employer identity card
- ✓ Photo student identity card (from a recognised university or college)
- ✓ Firearms or shotgun licence

If you cannot provide one of the above, you will need to produce one document as proof of your identity and an additional document as proof of your address as follows:

- ✓ Benefits or State pension notification letter
- ✓ Current UK non photo driving licence
- ✓ Blue disabled drivers pass
- ✓ All other current signed passports with valid UK Visa not listed above

Address Confirmation

- ✓ Gas, electricity or water bill (issued within last three months)
- ✓ Current UK driving licence (provisional or full) (if it is not been used as your proof of identification)
- ✓ Bank or building society or credit card statement (issued within last six months, not off the internet)
- ✓ Local authority tax bill/council tax bill for current year
- ✓ HM Revenue and Customs tax notice for the current or next tax year
- ✓ House insurance certificate or schedule
- ✓ Motor insurance certificate or schedule
- ✓ Benefits or pensions notification letter confirming the right to benefit (only if it has not been used as your proof of identification)