

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 cannot use the same item to confirm both your ID and residential 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 (ID)

- ✓ Current valid signed UK passport
- ✓ Valid new-style UK photocard driving licence (provisional or full)
- ✓ Citizenship Card / Police Warrant Card

Address Confirmation

All documents below must be dated within three months of the application

- ✓ Gas, electricity or water bill
- ✓ Current UK driving licence (provisional or full) (if it is not been used as your proof of identification)
- ✓ Local authority council tax bill
- ✓ Bank account statement (not off the internet)
- ✓ Credit Card statement (Visa, Mastercard, Diner or Amex) (not off the internet)
- ✓ Telephone or mobile phone statement (not off the internet)
- ✓ Police Firearms licence