Client/Tena check form

Client/Tenant/Guarantor details

Full name	
Date of Birth	
Home Address	
Address of Property to be let (if dif	

Evidence of name and address

(Tick to confirm evidence received an B below)

Evidence of name	<< >>
Evidence of address	<< >>

Risk Assessment

Risk level (circle relevant level)	Reasons for conclu level	k level is medium or higher, ribe action taken to mitigate the
Very low	<< >>	>
Low		
Medium		
High		
Very High		

Certification

I have verified the identity of the a named.	
I have not verified the identity above named.	erifying identity: << >>
I have seen the original document	

Copies of the documents are att[...] to this form	
Any photographs in the docu[...] bore a good likeness to the [...] named	
Name of person giving this certifi[...]	
Position	
Company and branch (if applicab[...]	
Telephone number	
Signature	
Date	

(A)   Evidence of name

(*complete one of the tables below)*

Current full signed passport

Passport number	<< >>	
Country code	<< >>	
Place of birth	<< >>	
Date of birth	<< >>	
Expiry date	<< >>	

Resident permit issued to EU na...

Unique number/reference	<< >>	
Country of origin	<< >>	
Date of birth	<< >>	
Expiry date	<< >>	

Current UK/EU photo driving lic... *...nce not acceptable)*

Licence number	<< >>
Date of birth	<< >>
Expiry date	<< >>

Current Year's HMRC tax notific...

National insurance number	<<	
Document seen	P45	*...ircle relevant document)*
Expiry date	<<	

State pension or benefits book ...

Reference/account number	<<	
Issuing authority	<<	

Expiry date	<<

(B) Evidence of address

(*complete one of the tables below)*

Current UK/EU photo driving lic

(*Cannot be used here if already used*)

Licence number	<< >>
Current address?	Yes / No (circle
Date of issue	<< >>

Current year's council tax bill

Reference/account number	<<
Current address?	Yes
Local authority	<<
Document date	<<

State pension or benefits book

(Cannot be used here if already used

Reference/account number	<<
Current address?	Yes
Issuing authority	<<
Document date	<<

Local authority rent card or tena   rent year

Reference/account number	<<
Current address?	Yes
Local authority	<<
Document date	<<

Recent mortgage statement

Reference/account number	<< >	
Current address?	Yes /	
Lender	<< >	
Document date	<< >	r)

Bank or building society stateme

Reference/account number	<< >	
Current address?	Yes /	
Institution name	<< >	
Document date	<< >	s)

Utility bill (excluding mobile phor

Reference/account number	<< >	
Current address?	Yes /	
Utility company	<< >	
Document date	<< >	s)