Lettings Agency Custom



I Risk Assessment Form

Full name

Date of Birth

Home Address

Address of Property to be sold (if



Evidence of name and address

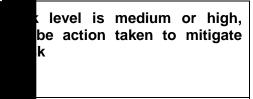
(Tick to confirm evidence received an

Evidence of name	<
Evidence of address	<<>>

B below)

Initial Risk Assessment

Risk level (circle relevant level)	Reasons for conclus level
Low	
Medium	
High	



Interim Risk Assessment

Risk level (circle relevant level)	Reasons for conclusivel
Low	
Medium	
High	

level is medium or high, be action taken to mitigate k

1

Final Risk Assessment

Risk level (circle relevant level)	Reasons for conclus
Low	
Medium	
High	

If the risk is assessed as high at act for the customer.

Certification

- I have verified the identity o customer
- I have not verified the identity of customer
- I have seen the original document

Copies of the customer's docur are attached to this form

Any photographs in the docur bore a good likeness to the custor

Name of person giving this certific

Position

Company and branch (if applicable

Telephone number

Signature

Date



level is medium or high, be action taken to mitigate k

to the MLRO before continuing to

V

erifying customer identity: <<>>

P

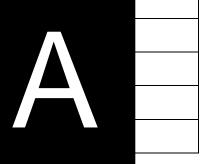
(A) Evidence of r



the tables below)

Current full signed passport

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



Current UK photo card driving I

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



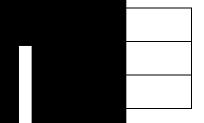
National Identity Card

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



Firearms Certificate

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



Identity card issued by the Elec

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

n Ireland



(B) Evidence of ac



the tables below)

Current photo card driving licer

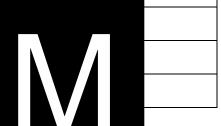
(Cannot be used here if already used

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	<<>>



Benefits Entitlement Letter

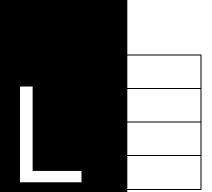
(Cannot be used here if already used

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



Most recent mortgage statemen

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

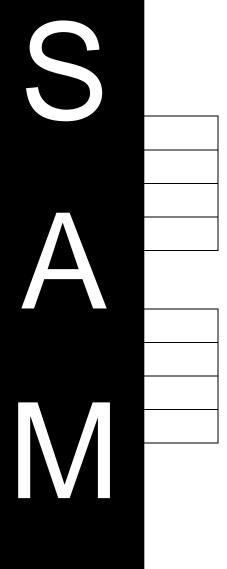


Bank or building society statem

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

Utility bill (excluding mobile pho

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



Examples of suspicious activity

The examples of suspicious activassess whether the transaction is Firm Wide Risk Assessment. This

New Customers:

- 1. [Have you met your custon
- 2. Is your customerreluctant t
- 3. Are either partyto the trans
- 4. Have intermediaries been
- Has false information been
- 6. Is there an apparent reaso placed to act?
- 7. Are there complex compai true owner?
- Are any of the individuals exposure to the possibility
- Are multiple lets being tak immediately sub-let the pro
- 10. <<Other>>]

Existing Customers:

- 1. [Is the transaction different
- 2. Is the transaction being caperson?
- What is the value of the t disclosing the source of ful
- 4. Have any monies been pa with the customer?
- 5. <<Other>>]

Transaction:

- 1. [Is either party to the trans:
- 2. Are funds being sent abro third party?
- 3. Has the property been inst
- 4. Are there any late changes
- Are we being asked to hol no apparent reason which

consider on each transaction to isk'. You should also consider the istive but includes:

identity and/or source of funds?

igh risk' third country? action?

customer's identity?

ould another firm have been better

rich make it difficult to identify the

d/or locations that carry a higher

ason? Is the customer wishing to

s of the customer?

narket value with an unconnected

Ily large and is the customer not

does not appear to be connected

gto be carried out quickly?

tination and/or to an unconnected

action?

pove <<add sum>>] especially for

- 6. Is the customer requesting cleared funds up front?
- 7. Is the transaction unneces
- 8. Are funds being paid in par
- 9. Are multiple payments beir
- Are there unusual sources from an unknown/overseas
- 11. Are both or either party not
- 12. Is one party reluctant to us
- 13. Is the counterparty known
- 14. <<Other>>]

S

e payment of a long let in cash or

ne parties are hoping to achieve?

rrency?

ank accounts?

use of complex loans, mortgage

al obligations?

for the conveyancing process?

al owner?

P

E