Client/Contract- ... **ntity check form**

Client/Contract-holder 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 client identity: << >>
I have seen the original document...	

Copies of the documents are attached to this form	
Any photographs in the documents bore a good likeness to the above named	
Name of person giving this certificate	
Position	
Company and branch (if applicable)	
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 notifi

National insurance number	<<	
Document seen	P45	cle relevant document)
Expiry date	<<	

State pension or benefits book

Reference/account number	<<	
Issuing authority	<<	

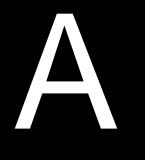| Expiry date	<<	

(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 tenarent year

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

Recent mortgage statement

Reference/account number	<<	
Current address?	Ye	
Lender	<<	
Document date	<<	*year)*

Bank or building society state

Reference/account number	<<	
Current address?	Ye	
Institution name	<<	
Document date	<<	*onths)*

Utility bill (excluding mobile p

Reference/account number	<<	
Current address?	Ye	
Utility company	<<	
Document date	<<	*onths)*