

# Identification Documents.

Name:
Address:
Mobile No.:

As many as possible required, at least one with photo – we require sight of original documents, plus good photo-copies, or we require certified copies).

<b>Stage 1</b>	
	Valid Passport/ID Card – (2 or more Passports if Dual Nationality)
	Resident Permit or Work Permit – issued by the Home Office
	Letter from Employer or Payslips or Contract of Employment
	Current Full UK Driving Licence (photo)
	Birth Certificate or Marriage Certificate
	National Insurance Card or document confirming NI number
	Benefit Book (or original letter confirming benefits)
	Self-Employed Tax Exemption Certificate-with photo
	Recent Inland Revenue Tax Notification
	Bank or Building Society Statements (not older than 6 months)
	Local Authority Council Tax Bill (current year)
	Utility Bill (not older than 3 months–NOT mobile phone)
	Mortgage Statement (most recent)
	Solicitors Letter (not older than 6 months)
	Current Tenancy Agreement
	Letter from Current Landlord
	Proof of property ownership
<b>Stage 2</b>	
	Application forms – Ensure have prior phone number and if possible email
<b>Stage 3</b>	STAGE 3 –RECEIVE FUNDS TO PAY see bottom of document
<b>Stage 4</b>	Tenants Move In Form completed / 10 ninety
	Inventory checked and signed
	AST Agreement checked and signed
	Then Issue Keys (Photo copy all keys or fobs)

If you are a UK NATIONAL we can accept certified copies by: A UK lawyer, banker, authorised financial intermediary, MCCB regulated mortgage intermediary, chartered accountant, teacher, doctor, minister of religion, post master/sub post master.

If you are a NON UK NATIONAL we can accept certified copies of documents from: an embassy, consulate or high commission of the country of issue, a senior official of a UK employer, lawyer or attorney.

CERTIFIED COPIES should be signed "original seen" and dated with full printed name, title/position, telephone or e-mail contact and address of certifier.

### Stage 3 Payment

**To move in you require all of the following funds:**

		PAID	SIGNATURE
Advanced Rent	£		
Agency Fee	£		
Weekly/Monthly	£		
Total	£		
Tenancy Start Date			
Copy of Rent Book			