

IDENTIFICATION REQUIRED when completing a CONTRACT for DOMESTIC/STUDENT & PRIMARY CONTACT for Business

Please provide one form of ID from Section A and one from Section B, either as a Domestic/Student or Primary Contact for Business

SECTION A – WHO YOU ARE	SECTION B – WHERE YOU LIVE
Current Full UK photocard Driving Licence	Current Driving Licence counterpart – Northern Ireland only
Current signed Passport UK or EEA Passport (European Economic Area Nationals) Non EU Passports to be accompanied by a current VISA	Current Photocard Driving Licence – ONLY if address is shown
Current Full UK Driving Licence (old style paper version)	Council Tax bill for the current period and address moving from
UK Citizen Card – proves date of birth and who they are (two cards, blue 18+ - brown under 18 yrs)	Utility bill – Electricity, Gas or Water – current period i.e. monthly, quarterly, yearly or annual statement if the document is less than 3 months old.
Current EU ID Card	Phone bill – landline or mobile – current period i.e. monthly, quarterly, yearly or annual statement if the document is less than 3 months old .
Current Construction Industry - Tax exemption certificate with photograph of holder (forms CIS4, CIS6)	Rent book – address moving from and current period
Current UK armed forces ID card	Benefits book or original notification letter from the Benefits Agency (including Dept. of Work and Pensions) and/or Job Centre Plus confirming the right to benefits at present – check dates are current
Student identification/matriculation card (from a recognised university or college) - must be valid for current academic year	Bank statement – current month
Current Police warrant card	Credit/Debit Card statement – current month
Current Disabled Driver's Blue Badge pass in date with photograph	Tenancy Agreement – in name of customer – current month
Current Identity Card issued by the Electoral Office for Northern Ireland	Original HM Revenue & Customs issued tax notification and correspondence - current period i.e. monthly, quarterly, yearly or annual statement if the document is less than 3 months old.
Birth, Marriage or Adoption Certificates	University/college Letter of Acceptance/Enrolment offer – must be valid for current academic year.

BUSINESS CONTRACT ID – Where payment made by a Company

A business must prove identity of the business and have a primary contact. The primary contact must provide ID from the Domestic/Student section above.

SECTION A	SECTION B – all items below must be current month
Company Registration Number – check Companies House website that the business is registered	Purchase Order
Company Bank Account statement – current month -or cheque book	Letter of Authority to sign contract on behalf of company
	Letter from Solicitor or Accountant to verify business exists & address
Under Section A: For dates to be current the document must still be valid or in force.	Under Section B: For dates to be current the document must still be valid and relevant time period covering up to or over the move in date.