

Verification of your identity

Please complete and return

We are obliged by the requirements of the Money Laundering Regulations 2017, Solicitors Regulation Authority, and Council of Mortgage Lenders to obtain evidence of our clients' identity and residence at the start of every transaction.

To avoid any unnecessary delay to your transaction, please provide this evidence to us at the earliest opportunity. Where you are unable to provide the evidence requested you should contact your Case Handler as soon as possible.

We will accept copies of these documents where a qualified staff member in a branch of your chosen mortgage lender is able to certify copy documents with the following wording: "I certify that the enclosed document is a true copy of the original produced to me by <full name> on <date>".

We enclose a pre-paid envelope for your assistance. If you are enclosing originals of important documents i.e. passport or driving licence, then we recommend that these are sent to us by guaranteed next day delivery.

It is a criminal offence to impersonate another person, assist in the impersonation, or attempt to do so. We have a duty to report suspicions to the relevant authorities.

We must see the originals of **one** original document from List A, **AND one** original document from List B for each client. If you have changed your name recently further evidence will be required.

Because of the risk of Conveyancing fraud, if you are selling or re-mortgaging a property that you do not live in you must also produce **one** document from List C, which relates to the property being sold or re-mortgaged.

LIST A*	LIST B* (please ensure the evidence provided is for your current address)	LIST C* (sale / remortgage of a property you do not live in **)
Full Valid Passport	Bank current account statement not more than three months old	Mortgage statement
Valid UK Photocard Driving Licence Valid HM Forces Identity Card	Valid UK Photocard Driving Licence (where not used as List A ID) Credit card account statement not more than three months old (<u>Not</u> store cards) Utility bill less than three months old (e.g. gas, water, electricity, home telephone, but <u>not</u> mobile phone bills) Inland Revenue tax notification, self-assessment statement or tax demand (<u>Not</u> P60/P45) Mortgage statement for the mortgage accounting year just ended Council tax bill for the current year Council rent book showing rent paid for the last three months Valid Home insurance certificate	Council Tax Bill Buildings Insurance Certificate Rent or Service Charge statement from Landlord or Management Company Tenancy Agreement, supported by bank statement showing rent payments received <i>**Please note that items from List C should relate to the property being sold, and be addressed to either your current address, or a deceased former owner if applicable supported by copy Death Certificate or Grant of Probate.. List C Identity checks are part of our ongoing commitment to help prevent property fraud.</i>

*only original documents will be accepted.

We will return original documents by Special Delivery.

Please complete the following:

I/We enclose the following documents for each of us as evidence of our identity in accordance with the requirements of the Money Laundering Regulations 2017.

Method of Identity	First Client	Second Client
List A Evidence document		
List B Evidence document		
List C Evidence document (if applicable)		
Signed by each client		