

www.hickshadley.com

0121 585 6667

Lettings@HicksHadley.com

11 – 13 Hagley Road

Halesowen, B63 4PU

Hicks Hadley

Identification and Right to Rent Guidance



IDENTIFICATION DOCUMENTS

1. Each applicant is required to provide proof of identity when making an application for housing.
2. The Money Laundering Act 2004 means that we are required to collect two forms of Identification from each applicant. One form of original must be brought into the branch, from both of the lists below.

Evidence of Residential Address
<ul style="list-style-type: none">• Current Signed Passport• Current UK Driving Licence• Inland Revenue Tax Notification• Firearms Certification

Personal Identification Documents
<ul style="list-style-type: none">• Utility Bill within 3 Months of issue date• Local Authority tax bill for current year• Most recent original mortgage statement• Current UK Driving Licence

***NB** A Driving Licence can not be used for both proof of address and poof of identity. It must be used for either one or the other.*

3. In some circumstances where such documentation is not able to be brought into the branch for verification purposes, it may be possible to have it verified by a Solicitor or other professional who is regulated by the Solicitors Regulation Authority or the Financial Conduct Authority, such as a Mortgage Advisor. In such circumstances, you must notify Hicks Hadley in the first instance. The document must be signed, dated and provide details of the professionals address, company name and carry the wording "I hereby certify this document as a true copy of an original document"

RIGHT TO RENT

1. Prospective applicants must prove that they have a 'Right to Reside' in the UK, when renting properties that qualify, when commencing a new tenancy after 1 December 2014.
2. In normal cases one document from the following list should suffice such checks:

Acceptable Single Documents
<ul style="list-style-type: none">• A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.• A passport or national identity card (current or expired) showing that the holder is a national of the EEA (European Economic Area) or Switzerland.• A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.• A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.• A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.• A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.• A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.• A certificate of registration or naturalisation as a British citizen

3. In cases where applicants do not have any of the documents listed in item 2, two documents must be provided from the following:

Acceptable Dual Documents
<ul style="list-style-type: none">• A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.• A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.• A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.• Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.• A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland.• Letter from a UK further or higher education institution confirming the holder's acceptance on a course of studies.• A current full or provisional UK driving licence (a photocard without paper counterpart is acceptable).

4. In all circumstances any documentation that is provided must be dated within the last three months.