

DOCUMENTARY PROOF OF ID AND RESIDENCY CONFIRMATION FORM



This form **MUST** be completed by the introducing intermediary for **EACH APPLICANT** applying for mortgage facilities from Rooftop Mortgages Limited and submitted with the mortgage application form.

Applicant 1

Applicant 2

Name

Name

Date of Birth

Date of Birth

Method of Identification

FACE-TO-FACE

Please indicate **two** methods of identification, one from Section A **and** one from Section B.

NON-FACE-TO-FACE (by post etc)

Please indicate **three** methods of identification, one from Section A **and** one from Section B, plus **one further** document from either section.

Please detail the two methods of identification as listed below, one from section A and one from section B.

Please note **YOU CANNOT USE THE SAME ITEM IN BOTH SECTIONS.**

YOU MUST ALSO ENCLOSE CERTIFIED COPIES OF THE DOCUMENTARY EVIDENCE OBTAINED, WITH THIS FORM.

Section A – Proof of Person	Applicant 1	Applicant 2
1. Current signed passport		
2. Current signed Photo-Card Driving Licence (both paper & photo section required)		
3. Current old style Driving Licence		
4. An armed forces Identity Card		
5. Current employers signed photo Identity Card		
6. Construction industry tax exemption certificate with photo of holder issued by the Inland Revenue - CIS4(P), CIS6, CIS25 (similar to old SC60)		
7. Firearms or shotgun certificate		
8. Inland Revenue tax notification		
9. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits		
10. Residence permit issued by Home Office to Non EU nationals on sight of own country passport		
Section B – Proof of Address	Applicant 1	Applicant 2
1. Applicant on voters roll at current address		
2. Bank, building society, credit card or credit union statement or passbook containing current address dated within the last 3 months		
3. Utility bill (gas, electric, landline phone) dated within the last 3 months		
4. Local Authority Council Tax Bill (MUST be for current year)		
5. Mortgage Statement (MUST be most recent)		
6. Benefit book or original notification letter from the Benefits Agency confirming right to benefits		
7. Current UK Photo-card Driving Licence (both paper and photo section required)		
8. Vehicle licence renewal notification (V11) issued within the previous 12 months		
9. Vehicle registration document (V5C) issued within the previous 12 months		

DECLARATION

I/We certify that the applicants identity has been verified as detailed above and certified copies of the underlying documentary evidence are attached and that we have sighted the original document of the certified copy and that any requiring a signature were pre-signed. I further confirm that the applicant is applying on his/her own behalf and as a nominee, trustee or in a fiduciary capacity for any other person.

Signed:

Dated:

Name:

Position:

Intermediary Firm & FSA No: