

## **What must you obtain from your client, prior to the hire commencement?**

1. Copy of the photo card drivers' licence (Address & ID must be up to date)
2. Online licence check - <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>
3. Two forms of proof of address (Must meet all mentioned criteria below)
4. Cleared a traceable security deposit (BACS, Credit/Debit Card, PayPal, Cheque etc. – amount not specified)
5. Signed rental agreement

### *Additional criteria:-*

1. *Must meet the specified age limit within your policy and have at least 2 years driving experience (Full UK or EU Licence)*
2. *Two, 3 point convictions are acceptable (i.e. 2x Sp30's, 3pts each) without referral. Single convictions totalling 6 points+ will require referral.*

## **The following documentation is acceptable for proof of address alongside the drivers licence**

### **You must provide the following: -**

- 1 utility bill / statement (primary form of proof)
- 1 of the documents listed below (secondary proof)

### **Key document criteria: -**

- Both must be dated within 90 days of the hire date
- The address & name on your licence must match both documents

### **What is acceptable:-**

- Utilities are as follows: Electricity, Water, Gas, Broadband, Council tax or Landline

### 1 of the following alongside a utility:-

- TV/internet/landline telephone bill (Including Sky/Virgin/BT etc)
  - Bank or Credit Statement
  - Credit card bill / statement
  - Mortgage statement
- 
- Mobile Phone Bills (subject to being under the age of 25. Will require referral)

### **What is declined:-**

- Any document relating to insurance.
- Any document that does not meet the above mentioned criteria – please contact us if you are unsure.

*(Further criteria may apply – please review the most recent documentation issued)*