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Tenant Name:	
Property:	

Record/Checklist for Agent	
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Date of checks:	<<insert date>>
Date of repeat checks (if relevant):	<<insert date>>

Guidance on completion of right to rent check

- An **unlimited right to rent** may be demonstrated by:
 - the Home Office online service showing a 'yes' response to a request for verification of a right to rent;
 - a check using Identity Verification Services (IDSP) for British and Irish Citizens who hold a valid passport; or
 - the agent must see EITHER one of the following documents:
 - the Home Office Landlord Check
- If it is not possible to establish an unlimited right to rent, the agent must see EITHER one of the following documents:
 - the tenant producing one document from List A (Group 1); or
 - the agent using the special procedure for EU, EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA;
- If the tenant has an **unlimited right to rent**, the agent must see EITHER one of the following documents:
 - the Home Office online service showing a 'yes' response to a request for verification of a right to rent;
 - the Home Office Landlord Check
- If the tenant has an **unlimited right to rent**, the agent must see EITHER one of the following documents:
 - the Home Office online service showing a 'yes' response to a request for verification of a right to rent;
 - the Home Office Landlord Check
- If the tenant has a **time-limited right to rent**, the agent must see EITHER one of the following documents:
 - the Home Office online service showing a 'yes' response to a request for verification of a right to rent;
 - the Home Office Landlord Check
- Tenants with an **unlimited right to rent** must be checked in the 28 days before the start of the tenancy. Those with a time-limited right to rent must be checked prior to the start of the tenancy. Those with a time-limited right to rent must be checked in the 28 days before the start of the tenancy.
- From 06 April 2022, the identity of British and Irish citizens can be checked using an IDSP. Agents must only accept checks that are issued by the Home Office and will only be able to use the online service to prove their right to rent. This includes those who have been issued a permit to enter the UK. The agent will need to retain evidence of the check and for 12 months thereafter.
- From 06 April 2022, biometric residence permits and frontier worker permits cannot be used to evidence a prospective tenant's right to rent manually. An online check using the Home Office online service.

ant has an unlimited right to rent; or
 e services of an identity service provider (IDSP) for British and Irish Citizens who
 up 1) OR two documents from List A (Group 2); or
 'yes' response to a request for verification of a right to rent.
unlimited right to rent may be demonstrated by:

EA, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA;

enant has a time-limited right to rent; or
 'yes' response to a request for verification of a right to rent.
 required.

out a follow-up check after 12 months or just before the end of the leave to remain

e prior to the start of the tenancy. Those with a time-limited right to rent must be

a valid passport can be checked using an IDSP. Agents must only accept checks
 e. Agents must satisfy themselves that the photograph and biographic details are
 ity check must be stored securely for the duration of the tenancy and for 12 months

ally by the Home Office and will only be able to use the online service to prove their
 ication to the EU Settlement Scheme or the points-based system. If an agent is
 e Home Office online service 'View a tenant's right to rent in England' on GOV.UK.
 g off the profile page (along with a record of the date on which the check is made)
 PDF or HTML file. This should be stored securely for the duration of the tenancy

e permits and frontier worker permits cannot be used to evidence a prospective
 using the Home Office online service.

- If the tenant is using documents, agents must take copies of the documents in the tables below with a record of the date of the check and these must be retained for the duration of the tenancy and for 12 months thereafter. The copies should then be secured in a secure place.
- For more complex cases, a check can be carried out using the Home Office Landlord Checking Service by submitting an online form.
- Agents can face an unlimited fine or in the worst case, a period of imprisonment for a period of five years if they do not carry out these checks correctly and allow properties to be occupied by people who do not have the right to rent.

documents in the presence of the tenant. Copies must be taken as specified in the tables below with a record of the date of the check and these must be retained for the duration of the tenancy and for 12 months thereafter. The copies should then be secured in a secure place.

For more complex cases, a check can be carried out using the Home Office Landlord Checking Service by submitting an online form.

Agents can face an unlimited fine or in the worst case, a period of imprisonment for a period of five years if they do not carry out these checks correctly and allow properties to be occupied by people who do not have the right to rent.

List A (Group 1): Acceptable single documents	Document	Matters to check	Date of check	Copy taken
A passport (current or expired) showing that the holder is a British citizen, or a citizen of the UK and Colonies, or a citizen of a Commonwealth country having the 'right of abode' in the UK.	Document contains name, date of birth, sex, nationality, DOB, expiry date, and photo	<p>Photo is true likeness. DOB plausible and consistent with any other information the agent has. Passport not obviously tampered with. Passport has an expiry date (but ok if this has lapsed). Documents to support change of name if relevant (supporting documents must be copied too).</p> <p>Alternatively, agents can carry out an online check using an IDSP. A clear copy of the identity check from the IDSP must be retained.</p>		
A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	Document contains name, date of birth, sex, nationality, DOB, expiry date, and photo	<p>Photo is true likeness. DOB plausible and consistent with any other information the agent has. Passport not obviously tampered with.</p>		

SAMPLE

		<p>Passport has an expiry date (but ok if this has lapsed).</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p> <p>Alternatively, agents can carry out an online check using an IDSP. A clear copy of the identity check from the IDSP must be retained.</p>		
<p>A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Landlord Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.</p>	Each p	<p>Letter issued with proof of the individual's settled immigration status must be copied.</p> <p>Jersey also has an immigration status checker service for individuals to obtain confirmation of their status at any point. The results go to the individual's email address, the results of which can be presented to the agent and a copy must be retained.</p> <p>The agent must also carry out a check with the Landlord Checking Service.</p> <p>The result from the Landlord Checking Service must also be retained.</p>		
<p>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.</p>	<p>Every p expiry d signatu biomet and inf entitle UK.</p>	<p>Check endorsements and ensure these have not been tampered with.</p> <p>Photo is true likeness.</p> <p>DOB consistent with any other information the agent has.</p> <p>Document not obviously tampered with.</p> <p>Document has an expiry date, (but ok if this has lapsed).</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p>		

S A M P L E

An immigration status document (current or expired) containing a photograph issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay in the UK indefinitely or has no time limit on their stay in the UK.
A certificate of registration or naturalisation as a citizen.

List A (Group 2): Acceptable documents (any)

	Endorsed to show “exempt from immigration control”, has “right of abode” or “no time limit” on stay in UK. Travel document is a passport-type document issued by the Home Office in lieu of a passport from their home nation.		
	Photo is true likeness. DOB consistent with any other information the agent has. Document not obviously tampered with. Document has an expiry date, (but ok if this has lapsed). Documents to support change of name if relevant (supporting documents must be copied too). Endorsed to show “exempt from immigration control”, has “right of abode” or “no time limit” on stay in UK.		
	DOB consistent with any other information the agent has. Document states country of birth. Document not obviously tampered with. Document is dated. Documents to support change of name if relevant (supporting documents must be copied too).		

Pages to be copied	Matters to check	Date of check	Copy taken
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SAMPLE

A birth certificate issued in the UK.
An adoption certificate issued in the UK.
A birth certificate issued in the Channel Islands,
An adoption certificate issued in the Channel Islands or Ireland.
<p>A letter which:</p> <p>(a) is issued by a government department or local authority within three months before the date on which it is presented;</p> <p>(b) is signed by a named official stating their name and address;</p> <p>(c) confirms the holder's name; and</p>

Both sides.	<p>Provided at same time as another document from List A Group 2.</p> <p>DOB consistent with any other information the agent has, document not obviously tampered with and documents to support change of name if relevant (supporting documents must be copied too).</p>		
Both sides.	<p>Provided at same time as another document from List A Group 2 and DOB consistent with any other information the agent has.</p> <p>Document not obviously tampered with.</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p>		
Both sides.	<p>Provided at same time as another document from List A Group 2.</p> <p>DOB consistent with any other information the agent has.</p> <p>Document not obviously tampered with.</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p>		
Both sides.	<p>Provided at same time as another document from List A Group 2.</p> <p>DOB consistent with any other information the agent has.</p> <p>Document not obviously tampered with.</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p>		
Each page.	<p>Provided at same time as another document from List A Group 2.</p> <p>Dated within 3 months of date of check.</p> <p>Signed by named official. Signature on the letter can be handwritten or printed.</p> <p>Document appears genuine and not obviously tampered with.</p>		

SAMPLE

(d) confirms that the holder has accessed service authority or is otherwise known to that department
<p>A letter which:</p> <p>(a) is issued no longer than three months before presented;</p> <p>(b) is signed by a British passport holder who is a person or who is otherwise of good standing in the holder's name;</p> <p>(d) states how long the signatory has known the holder of at least three months' duration, and in what capacity;</p> <p>(e) states the signatory's name, address, profession and passport number.</p>
A letter issued by a person who employs the holder no longer than three months before the date on which it is presented, confirming the holder's name and confirming their status as an employee, and including a reference number or National Insurance number and business address.
A letter issued by a police force in the UK no longer than three months before the date on which it is presented, confirming the holder has been the victim of a crime in which a document belonging to the holder has been stolen and stating the police force's reference number.
An identity card or document issued by one of Her Majesty's Security Forces confirming that the holder is or has been a member in any of Her Majesty's forces.

	Documents to support change of name if relevant (supporting documents must be copied too).		
Each page.	<p>Provided at same time as another document from List A Group 2.</p> <p>Signed and dated within 3 months of date of check. Signature on the letter can be handwritten or printed.</p> <p>Confirms name and address of writer, passport number, profession and place of work, how long they have known the tenant and in what capacity (and it must be longer than three months).</p> <p>Document not obviously tampered with.</p>		
Each page.	<p>Provided at same time as another document from List A Group 2.</p> <p>Dated within 3 months of date of check.</p> <p>Signed by named employer and includes business address. Signature on the letter can be handwritten or printed.</p> <p>Document not obviously tampered with.</p> <p>Letter includes employee's number or national insurance number.</p>		
Each page.	<p>Provided at same time as another document from List A Group 2.</p> <p>Dated within 3 months of date of check.</p> <p>Signed by named official.</p> <p>Contains force's logo.</p> <p>Document not obviously tampered with.</p>		
Both sides/ each page.	<p>Provided at same time as another document from List A Group 2.</p> <p>Any photo is true likeness.</p> <p>Any DOB consistent with any other information the agent has.</p> <p>Document not obviously tampered with.</p> <p>Documents to support change of name if relevant (supporting documents must be copied too).</p>		

SAMPLE

A letter issued by Her Majesty's Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming that the holder has been released from the custody of that service, no longer than three months before the date on which that letter is presented and confirming their name and date of birth.

A letter issued no longer than three months before the date on which it is presented, by an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland who is the responsible officer for the purposes of the Criminal Procedure (Scotland) Act 1995 or an officer of the Probation Board for Northern Ireland confirming the holder's name and date of birth and confirming that the holder is the subject of an order requiring supervision by that officer.

A current licence to drive a motor vehicle granted under Part 3 of the Road Traffic Act 1988 (to include the photocard licence in respect of licences issued on or after 1st July 1998) or Part 2 of the Road Traffic (Northern Ireland) Order 1981 (to include the photocard licence).

A certificate issued no longer than three months before the date on which it is presented, by the Disclosure and Barring Service under Part 2 of the Police Act 1997, the Scottish Ministers under Part 2 of the Protection of Vulnerable Groups (Scotland) Act 2007 or the Secretary of State under Part V of the Police Act 1997, in relation to the holder.

A document, or a screen shot of an electronic document, issued no longer than three months before the date on which it is presented, by Her Majesty's Revenue and Customs, the Department of Work and Pensions, the Northern Ireland Department for Social Development or a local authority.

provided at same time as another document from List A Group 2.
dated within 6 months of date of check.
document not obviously tampered with.
documents to support change of name if relevant (supporting documents must be copied too).

provided at same time as another document from List A Group 2.
dated within 3 months of date of check.
DOB consistent with any other information the agent has.
document not obviously tampered with.
documents to support change of name if relevant (supporting documents must be copied too).

provided at same time as another document from List A Group 2.
photo is true likeness.
DOB consistent with any other information the agent has.
document not obviously tampered with.
documents to support change of name if relevant (supporting documents must be copied too).

provided at same time as another document from List A Group 2.
dated within 3 months of date of check.
document not obviously tampered with.
documents to support change of name if relevant (supporting documents must be copied too).

provided at same time as another document from List A Group 2.
dated within 3 months of date of check.
document not obviously tampered with.

authority, confirming that the holder is in receipt of section 115(1) or (2) of the Immigration and Asylum Act 1999.

A letter which:

- (a) is issued no longer than three months before presented;
- (b) is issued by a public authority, voluntary organisation or charity in the course of a scheme operated to assist individuals in need of accommodation in the private rented sector in order to avoid homelessness;
- (c) confirms the holder's name; and
- (d) states the address of a prospective tenancy organisation or charity is assisting the holder to obtain.

A letter which:

- (a) is issued by a further or higher education institution in the United Kingdom;
- (b) confirms that the holder has been accepted for a course of studies at that institution; and
- (c) states the name of the institution and the name of the course.

List B: Time-limited documents	Pages to be copied
A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.	Every page contains expiry date, nationality, DOB, signature, leave expiry, biometric data, photograph, and information indicating

	Documents to support change of name if relevant (supporting documents must be copied too).		
Each page.	Provided at same time as another document from List A Group 2. Letter confirms holder's name and the address of prospective tenancy. Dated within 3 months of date of check. Signed by a representative of a public authority, voluntary organisation or charity. Signature on the letter can be handwritten or printed. Document not obviously tampered with.		
Each page.	Provided at same time as another document from List A Group 2. Dated within 3 months of date of check. Includes name and duration of course and name of institution. Document not obviously tampered with.		

Check	Date of check	Copy taken	Date for repeat check
Documents and check these have not been tampered with. Visa is valid to, not the expiry date of passport. Consistency with any other information the agent has. Document not obviously tampered with, has an expiry date.			

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	entitlement to enter or remain in UK.	Document (supp... Clear... limited... Travel... issued... their...	... name if relevant (copied too). ... to be in UK for ... expires. ... type document ... of a passport from			
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man (Crown Dependencies), which has been verified as valid by the Landlord Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	Each page.	Letter... Bailiwick... they... Settlement... Jersey... service... status... email... present... The a... Land... Right... Check...	Jersey, the ... of Man confirming ... ation to the EU ... status checker ... confirmation of their ... to the individual's ... ch can be ... oy must be retained. ... check with the ... py of a Positive ... ne Landlord ... etained.			
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, showing that the holder has made an application for limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules, together with a Positive Right to Rent Notice issued by the Landlord Checking Service.	Each page.	Letter... of Gu... has a... Sche... If the... track... copy... The a... Land... Right... Check...	... ey or the Bailiwick ... confirming the tenant ... to the EU Settlement from Jersey's online ... nse via email), a eck with the ... a copy of a Positive ... ne Landlord ... etained.			

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A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder has been granted limited leave to enter, or remain in, the UK.	Both sides.	the likeness. with any other information the agent			
A document issued by the Home Office, confirming an application for leave to enter or remain under Appendix EU to the immigration rules, made on or before 30 June 2021 together with a Positive Right to Rent notice issued by the Home Office Landlord Checking Service.	Each page.	des Home Office logo. obviously tampered with. holder has limited leave and date			
A CoA (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Right to Rent Notice from the Home Office Landlord Checking Service.	Each page.	have an outstanding online receive a Certificate of Application s received, the prospective tenant e a share code to verify their right to ne service. A copy of the profile tained when using the online must verify the non-digital CoA using the Landlord Checking e copied and retained along with a Rent Notice issued by the Landlord e. n be accessed via the online service ective tenant's share code. A copy of must be retained when using the retain a copy of the non-digital CoA ght to rent check from the Landlord e. The non-digital CoA must be er with a Positive Right to Rent Landlord Checking Service.			

SAMPLE

Documents required for the special procedure for nationals of an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the United States of America

Option 1

A passport showing that the holder is a national of an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the United States of America.

AND

Evidence of travel being a document or a copy of such a document (can be electronic) which indicates that the holder has arrived in the United Kingdom from another country, within the period of six months ending with the day before the day on which the agent obtains that passport and document, or a copy of such a document.

Option 2

A Positive Right to Rent Notice in respect of the tenant from the Landlord Checking Service. This option is only available where the tenant cannot provide the documents referred to in Option 1.

Documents required when using the Home Office online right to rent checking service

Individual will need to provide you with a share code to access the information online.

An online right to rent check from the Home Office confirming that the tenant has the right to rent in

	Matters to check	Date of check	Copy taken	Date for repeat check
which signature, metric and /each pass).	<u>Passport</u> : photo is true likeness. DOB consistent with any other information the agent has. Passport not obviously tampered with, has an expiry date and is current. Documents to support change of name if relevant (supporting documents must be copied too). Clearly explains holder has leave to be in UK for limited time and shows date leave expires. Document: provided at same time as passport and dated within 6 months of date of check. Document not obviously tampered with.			
	N/A – obtained from Home Office.			

	Matters to check	Date of check	Copy taken	Date for repeat check
	Any photograph on the online right to rent check is of the tenant.			

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the United Kingdom as evidenced by the profile page confirming the person's right to rent.

I confirm the right to rent checks have been completed for this tenancy

Agent Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	