

Right to Rent Record/Checklist		
Tenant Name:	<<insert name>>	Date of record (if relevant): <<insert date>>
Property:	<<insert address>>	Date of record (if relevant): <<insert date>>

Guidance on completion of right to rent checks:

- An **unlimited right to rent** may be demonstrated by:
 - the Home Office online service showing the prospective tenant has an unlimited right to rent (Group 1 or Group 2); or
 - the agent must see EITHER one document from List A (Group 1) OR two documents from List B (Group 2); or
 - the Home Office Landlord Checking Service has provided a 'yes' response to a right to rent check.
- If it is not possible to establish an unlimited right to rent, a **time-limited right to rent** may be demonstrated by:
 - the tenant producing one document from List B;
 - the agent using the special procedure for nationals of the EEA, Australia, Canada, Hong Kong, Japan, New Zealand, Singapore, South Korea or the USA; or
 - the Home Office online service has shown the prospective tenant has a time-limited right to rent.
 - the Home Office Landlord Checking Service has provided a 'yes' response to a right to rent check.
- If the tenant has an **unlimited right to rent**, no further checks are required.
- If the tenant has a **time-limited right to rent**, the agent must carry out a follow-up check just before the end of the leave to remain period.
- Tenants with an **unlimited right to rent** can be checked at any time prior to the start of the tenancy. Tenants with a time-limited right to rent must be checked in the 28 days before the start of the tenancy.
- Prospective tenants can either evidence their right to rent manually by providing the required documents or via the Home Office online service. Some individuals will have been issued their immigration status digitally and can prove their right to rent. If an agent is conducting a Home Office online check this must be done on the Home Office online service 'View a tenant's right to rent in England' on GOV.UK.
- If the tenant is using documents, agents must examine the original documents in person and record the results in the tables below with a record of the date on which the check is made and these records must be kept for 12 months thereafter. The copies should then be securely disposed of. Agents must comply with the relevant data protection legislation.
- For more complex cases, a check can be requested from the Home Office Landlord Checking Service by submitting an online form.
- Agents can face an unlimited fine or in the most serious cases imprisonment for failing to carry out these checks correctly and allow properties to be occupied by people who are disqualified from renting.

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- Due to the Coronavirus pandemic, temporary changes were introduced to right to rent checks. These temporary changes end on the 05 April 2022 (inclusive). Until 06 April 2022, agents can receive a scanned copy or photograph of a document rather than the original. For more information on how to carry out these temporary measures can be found [here](#). Agents should record the date they made the check and mark the document as checked with the text "[insert date] due to COVID-19". From 06 April 2022 these temporary changes end and agents must check the applicant's original documents or check the applicant's right to rent online.

to carry out right to rent checks. These temporary changes end on the 05 April 2022 (inclusive). Until 06 April 2022, agents can receive a scanned copy or photograph of a document rather than the original. For more information on how to carry out these temporary measures can be found [here](#). Agents should record the date they made the check and mark the document as checked with the text "[insert date] due to COVID-19". From 06 April 2022 these temporary changes end and agents must check the applicant's original documents or check the applicant's right to rent online.

List A (Group 1): Acceptable single documents	Pages to be copied		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 having the 'right of abode' in the UK.	Every page which contains the holder's name, date of birth, expiry date, nationality, DOB, signature, leave expiry date, biometric details and photograph.	Consistent with any other information the agent has. Not tampered with. Expiry date (but ok if this is a passport change of name if documents must be		
A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	Every page which contains the holder's name, date of birth, expiry date, nationality, DOB, signature, leave expiry date, biometric details and photograph.	Consistent with any other information the agent has. Not tampered with. Expiry date (but ok if this is a passport change of name if documents must be		
A current document issued by the Home Office to a family member of an EEA or Swiss Citizen, and which indicates that the holder is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	Both sides.	Consistent with any other information the agent has. Not tampered with.		2
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 Landlord Checking Service, showing that the	Each page.	Bailiwick of Guernsey with proof of the immigration status		

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<p>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>		<p>Bailiwick of Jersey individual's settled must be copied.</p> <p>Immigration status individuals to obtain status at any point. the individual's email of which can be sent and a copy must</p>		
<p>A current permanent residence card issued by the Home Office to the family member of a national of an EEA or Swiss citizen.</p>	<p>Both sides.</p>	<p>ss. any other information usly tampered with. ck.</p>		
<p>A current permanent residence card issued by the Home Office to a non-EEA national who is a family member of an EEA or Swiss national.</p>	<p>Both sides.</p>	<p>ss. any other information usly tampered with.</p>		
<p>A biometric immigration document (current or expired) issued by the Home Office to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.</p>	<p>Both sides.</p>	<p>ss. any other information usly tampered with. ck.</p>		

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		definite" leave or "no		
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.	Every page which contains expiry date, nationality, DOB, signature, leave expiry date, biometric details, photograph and information indicating entitlement to enter or remain in the UK.	<p>and ensure these are entered with.</p> <p>ss.</p> <p>any other information</p> <p>usly tampered with.</p> <p>piry date,(but ok if</p> <p>ort change of name if documents must be</p> <p>exempt from</p> <p>, has "right of abode" stay in UK.</p> <p>a passport-type</p> <p>the Home Office in</p> <p>om their home nation.</p>		
Animmigration 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.	Both sides.	<p>ss.</p> <p>any other information</p> <p>usly tampered with.</p> <p>piry date,(but ok if</p> <p>ort change of name if documents must be</p> <p>exempt from</p> <p>, has "right of abode" stay in UK.</p>		
A certificate of registration or naturalisation as a British citizen.	Both sides.	<p>any other information</p> <p>untry of birth.</p> <p>usly tampered with.</p>		

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Support change of name if documents must be		
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List A (Group 2): Acceptable documents (any 2)	Pages to be copied
A birth certificate issued in the UK.	Both sides.
An adoption certificate issued in the UK.	Both sides.
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.	Both sides.
An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.	Both sides.

	Date of check	Copy taken
is another document		
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is another document consistent with any document has. Document tampered with. Support change of name if documents must be		
is another document		
other information the document tampered with. Support change of name if documents must be		
is another document		
other information the		

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				tampered with. change of name if uments must be
A letter which: (a) is issued by a government department or local authority no longer than three months before the date on which it is presented; (b) is signed by a named official stating their name and professional address; (c) confirms the holder's name; and (d) confirms that the holder has accessed services from that department or authority or is otherwise known to that department or authority.	Each page.			s another document of date of check. ine and not obviously change of name if uments must be
A letter which: (a) is issued no longer than three months before the date on which it is presented; (b) is signed by a British passport holder who is or has been a professional person or who is otherwise of good standing in their community; (c) confirms the holder's name; (d) states how long the signatory has known the holder, such period being of at least three months' duration, and in what capacity; and (e) states the signatory's name, address, profession, place of work and passport number.	Each page.			s another document 3 months of date of ress of writer, sion and place of e known the tenant tampered with.
A letter issued by a person who employs the holder no longer than three months before the date on which it is presented, which indicates the holder's name and confirming their status as an employee and employee reference number or National Insurance number and states the employer's name and business address.	Each page.			s another document of date of check. yer and includes tampered with. e's number or national
A letter issued by a police force in the UK no longer than three months before the date on which it is presented, confirming that the holder has been the victim of a crime in which a document listed in List A(Group 1) belonging	Each page.			s another document of date of check.

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to the holder has been stolen and stating the crime reference number.			
An identity card or document issued by one of Her Majesty's forces or the Secretary of State confirming that the holder is or has been a serving member in any of Her Majesty's forces.	Both sides/ each page.		
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 six months before the date on which that letter is presented and confirming their name and date of birth.	Each page.		
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 a 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.	Each page.		
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).	Each page/ both sides.		
A certificate issued no longer than three months before the date on which it	Each		

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is presented, by the Disclosure and Barring Service under Part V 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.	page.
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, confirming that the holder is in receipt of a benefit listed in section 115(1) or (2) of the Immigration and Asylum Act 1999.	Each page.
A letter which: (a) is issued no longer than three months before the date on which it is presented; (b) is issued by a public authority, voluntary organisation or charity in the course of a scheme operated to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness; (c) confirms the holder's name; and (d) states the address of a prospective tenancy which the authority, organisation or charity is assisting the holder to obtain.	Each page.
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 on a current course of studies at that institution; and (c) states the name of the institution and the name and duration of the course.	Each page.

List B: Time-limited documents	Pages to be copied	Matters
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another document		
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another document		
ne and the ncy. ate of check. of a public ation or charity. mpered with.		
another document		
ate of check. n of course and mpered with.		

	Date of check	Copy taken	Date for repeat check
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<p>A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.</p>	<p>Every page which contains expiry date, nationality, DOB, signature, leave expiry date, biometric details, photograph and information indicating entitlement to enter or remain in UK.</p>	<p>Check have Check expiry Photo DOB inform Passp has a Docu rele copie Clear in UK leave Trave docu lieu o nation</p>	<p>these ed with. ot the with, . name if must be to be date pe nt in e</p>			
<p>A current biometric immigration document issued by the Home Office to the holder, which indicates that the person named is permitted to stay in the UK for a time limited period (this includes a Biometric Residence Permit).</p>	<p>Both sides.</p>	<p>Photo DOB inform Docu Gold Size o Clear and d</p>	<p>d with. d leave</p>			
<p>A current residence card or a derivative residence card issued by the Home Office to a non-EEA citizen who is either a family member of an EEA or Swiss citizen or has a derivative right of residence, which indicates that the holder is permitted to stay in the UK for a time-limited period.</p>	<p>Both sides.</p>	<p>Photo DOB inform Docu Gold Size o Clear and d</p>	<p>d with. d leave</p>			
<p>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</p>	<p>Both sides.</p>	<p>Any p DOB inform Docu</p>	<p>logo.</p>			

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UK.		Docu Clear and d	d with. d leave			
A current document issued by the Home Office to a family member of an EEA or Swiss national, and which indicates that the holder is permitted to stay in the UK for a time-limited period.	Both sides.	Any p DOB inform Docu Clear and d Gold Size d	d with. d leave			
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 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 Guern the in status Letter with p immig Jerse check confir The r addre prese be ob The a with t The r Servic	proof of ration Jersey settled d. status obtain y point. email be y must check ce. checking			
A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Landlord Checking Service, showing that the holder has made an application for limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules or	Each page.	Letter the B pendi Settle If the	ey or ning a e EU ted. rom			

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<p>Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021.</p>		<p>Jersey provides its rules of this must be checked with the L and the result</p>				
<p>A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.</p>	<p>Both sides.</p>	<p>Any p Docu Clear and d Docu relev copie If the may chec</p>	<p>ed with. ed leave of name if must be code it igital</p>			
<p>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.</p>	<p>Each page.</p>	<p>Indiv online Certifi When share using If an ackn EUS can n the L The C notifi along Land</p>	<p>ding igital a check service. or email on, you from retained e</p>			

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	Pages to be copied	Matter		Date of check	Copy taken	Date for repeat check
<p>Option 1</p> <p>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.</p> <p>AND</p> <p>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.</p>	<p><u>Passport</u>: every page which contains expiry date, nationality, DOB, signature, leave expiry date, biometric details, photograph and information indicating entitlement to enter or remain in UK.</p> <p><u>Document</u>: both sides/each page (e.g. boarding pass).</p>	<p><u>Passport</u> consists of agent's tampered current of national document. Clear in UK leave</p> <p>Document passport date of tamper</p>	<p>DOB</p> <p>ation the</p> <p>y</p> <p>e and is</p> <p>change</p> <p>e to be</p> <p>date</p> <p>e as</p> <p>ths of</p> <p>iously</p>			
<p>Option 2</p> <p>A Positive Right to Rent Notice in respect of the tenant from the LandlordChecking Service. This option is only available where the tenant cannot provide the documents referred to in Option 1.</p>	Both sides.	N/A				

Documents required when using the Home Office online right to rent checking service	Pages to be copied	Matter		Date of check	Copy taken	Date for repeat check
<p>Individual will need to provide you with a share code to access the information online.</p> <p>An online right to rent check from the Home Office confirming that the tenant has the right to rent in the United Kingdom as evidenced by the profile</p>	All.	Any p rent c	ht to			

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page confirming the person's right to rent.

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

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