

# RIGHT TO RENT CHECK

*A separate form must be completed for each prospective occupier and attached to the Tenancy Application Form (Under the Immigration Act 2014 landlords are required to carry out immigration checks on all adult occupiers to ensure they have a right to rent in the UK – landlords should use this form in conjunction with the latest government guidance).*

<b>PERSONAL DETAILS:</b>	<b>CONTACT DETAILS:</b>
<p><b>Title:</b> Mr / Mrs / Ms / Miss</p> <p><b>First Name:</b></p> <p><b>Middle Names:</b></p> <p><b>Surname:</b></p>	<p><b>Tel:</b></p> <p><b>Mob:</b></p> <p><b>Work Tel:</b></p> <p><b>Email:</b></p>
<p><b>Will the rental property be the prospective occupier's only or main home? YES / NO</b></p> <p><i>For a home to be an only or main home it must be the only property that the person lives in, or the property that is used for personal, legal or family matters.</i></p>	
<b>IDENTIFICATION DOCUMENTS:</b>	
<p><b>Please provide either one original document from Group 1 or two original documents from Group 2: N.B. Landlords are required to keep clear and legible copies for the period of the tenancy and for a year after the tenancy has come to an end ( s5 of The Immigration (Residential Accommodation)(Prescribed Requirements and Codes of Practice) Order 2014). At the time of writing the government guidance states that if the following documents are provided no follow up checks are required.</b></p>	
<p><b>Group 1</b></p> <ul style="list-style-type: none"> <li>• A current or expired British passport;</li> <li>• A current or expired European Economic Area (EEA) or Swiss passport or national identity card;</li> <li>• A current or expired registration document certifying or indicating permanent residence to a non-EEA national who is a family member of an EEA or Swiss national;</li> <li>• A permanent residence card issued to a non-EEA national who is a family member of an EEA or Swiss national;</li> <li>• A valid biometric immigration document which has no time limit to stay in UK;</li> <li>• A current or expired passport or other travel document endorsed to show that the holder is exempt from immigration control or entitled to reside in the UK with no time limit;</li> <li>• A valid immigration status document containing a photograph which has no time limit to stay in UK;</li> <li>• A certificate of registration or naturalisation as a British citizen.</li> </ul>	
<p><b>Group 2</b></p> <ul style="list-style-type: none"> <li>• A UK, Channel Islands, Isle of Man or Ireland birth or adoption certificate, which includes the name(s) of at least one of the holder's parents or adoptive parents;</li> <li>• 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;</li> <li>• 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;</li> <li>• Evidence of the holder's previous or current service in any of HM's UK armed forces;</li> <li>• A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 3 months;</li> <li>• Letter from a UK higher education institution confirming the holder's acceptance on a course of studies;</li> <li>• A current UK driving licence;</li> <li>• A current UK firearm or shotgun certificate;</li> <li>• Disclosure and Barring Service certificate issued within the last 3 months;</li> <li>• Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus within the last 3 months.</li> </ul>	

# RIGHT TO RENT CHECK

## ***TIME LIMITED RIGHT TO REMAIN IN THE UK:***

### ***Time limited right***

At the time of writing, if one of the following documents are provided showing the holder or named person is allowed to stay in the UK for a **time limited period** the government guidance states that the landlord can accept such documents but the landlord must carry out follow up checks after one year, beginning with the date on which the checks were last made, or before the expiry of the person's permission to be in the UK (whichever is longer) or on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit:

- A valid passport or other travel document
- A current biometric immigration document issued by the Home Office
- A current residence card issued to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence
- A current immigration status document issued by the Home Office
- Where the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they claim to have a permission of right to rent, an email from the Landlords Checking Service providing a 'yes' response to a right to rent request.

*Follow up check required on .....*

## ***DOCUMENT(S) PROVIDED AND REF NO(S):***

### ***SIGNATURE:***

*Signed by Prospective Occupier:*

*Date:*

*Signed by Landlord/Agent:*

*Date:*

## ***TIME LIMITED RIGHT TO REMAIN IN UK:***

*Follow up check carried out on .....*

## ***DOCUMENT(S) PROVIDED AND REF NO(S):***

### ***SIGNATURE:***

*Signed by Prospective Occupier:*

*Date:*

*Signed by Landlord/Agent:*

*Date:*