Home Office

Right to Rent

Right to Rent Document Checks: a User Guide

February 2016

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Introduction

This document is designed to assist with the carrying out of Right to Rent checks for landlords and tenants, ensuring that all prospective tenants and occupants in private rented property have a right to rent in the UK.

Throughout this document you will find a visual guide to each document which can be accepted as evidence of the right to rent, either in isolation or in combination. There is also an FAQ section to address some common queries. If you are carrying out right to rent checks, there is a checklist for you to print and hold for your records. Landlords can arrange for an agent to carry out checks on their behalf if a written agreement exists between them.

Anyone who lets private property in England, including those subletting or taking in lodgers, should make Right to Rent checks.

Detailed information on all of the Right to Rent scheme is available in our **Code of Practice**.

If a landlord makes the checks and retains copies as required they will have a **statutory excuse** against a penalty for letting to an illegal migrant.

Landlords and agents should apply the right to rent checks in a fair, justifiable and consistent manner, regardless as to whether they believe the prospective tenant to be British, settled or a person with limited permission to be here. More information on avoiding discrimination is available **here**.

How to make a Right to Rent check

1. Obtain

a tenant's original acceptable documents that allow them to live in the UK

2. Check

the documents with the tenant present

3. Copy

and keep the copied documents on file and record the date of the check

You can find more information about the scheme at **gov.uk/righttorentchecks**

If a prospective tenant says they have already contacted the Home Office

If your prospective tenant has an ongoing application or appeal with the Home Office; or their documents are with the Home Office; or if they state that they have special permission to rent from the Home Office, please use **this form** to check if they can rent and you will receive a response from the Home Office within two days.

Available documents

- Group 1 documents in List A permit the holder permanent right to rent in the UK.
- Group 2 documents in List A must be shown in a combination of two.
- Documents in List B permit the holder to a time-limited right to rent in the UK.

Click on the following images for more information.

List A (Group 1): Acceptable single documents which show an unlimited right to rent

UK passport

EEA/Swiss national passport/identity card

Registration Certificate or document certifying permanent residence of EEA/Swiss national

EEA/Swiss family member Permanent Residence card

Biometric Residence Permit with unlimited leave

Passport or travel document endorsed with unlimited leave

UK immigration status document endorsed with unlimited leave

A certificate of naturalisation or registration as a British citizen

List A (Group 2): Acceptable document combinations which show an unlimited right to rent (any 2 of the below to be shown in combination)

UK birth or adoption certificate

Full or provisional UK driving license

A letter from HM Prison Service

A letter from a UK Government Department or Local Authority

A letter from National Offender Management Service

Evidence of current or previous service in UK armed forces

A letter from a police force confirming that certain documents have been reported stolen

A letter from a private rented sector access scheme

A letter of attestation from an employer

A letter from a UK further or higher education institution

A letter of attestation from a UK passport holder working in an acceptable profession

Benefits paperwork

Criminal Record Check

List B: Documents which show a time-limited right to rent

A valid passport endorsed with a time-limited period

Biometric immigration document with permission to stay for time-limited period

Non-EEA national residence card

UK immigration status document with a time-limited endorsement from Home Office

Printable checklist

List A: Acceptable single documents	Date	Seen ✓
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.		
A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.		
A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland.		
A 'permanent' residence, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.		
A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK.		
A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.		
A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.		

List A: Acceptable single documents	Date	Seen ✓
A certificate of registration or naturalisation as a British citizen.		

List A (Group 2): Acceptable documents (any 2)	Date	Seen ✓
A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.		
A current full or provisional photo card UK driving licence.		
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 6 months prior to the check.		
A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.		
A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.		

List A (Group 2): Acceptable documents (any 2)	Date	Seen ✓
Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.		
A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check.		
A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness.		
A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number.		
A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course.		
A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex A. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than three months.		

List A (Group 2): Acceptable documents (any 2)	Date	Seen ✓
Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.		
Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.		

List B: Time-limited documents	Date	Seen ✓
A current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period.		
A current biometric 'residence permit' card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period.		
A current 'residence card' (including an accession residence card or a derivative residence card) issued by the Home Office 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 to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.		

A passport showing that the holder is a British citizen, or a citizen of the UK and Colonies having the 'right of abode' in the UK.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of every page of the passport which contains the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details, photograph. The landlord person responsible for carrying out the check should also make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out any further right to rent checks.

What to look for:

- The passport should be a true likeness of the holder.
- The date of birth on the passport should be believable and consistent with any other instance of when the holder has provided their date of birth, and should be plausible.
- The document should not appear to obviously have been tampered with.
- The passport should contain an expiry date, but can be accepted if this date has lapsed.
- If the holder has a different name on the passport, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.

Statutory excuse: If the tenant provides such a passport then the landlord should take a copy of the pages of the passport which contains the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details, photograph and also any page containing information indicating that the holder has an entitlement to enter or remain in the UK.

If an identity card is provided this should be copied on both sides in full. In both cases the landlord should also make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- The document should contain an expiry date, but can be accepted if this date has lapsed.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**
- The document should denote the holder's nationality as Swiss or from a member state of the European Economic Area (EEA). A list of EEA member states is available here: **https://www.gov.uk/eu-eea**.

A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

A 'permanent' residence, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.

A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- There is a gold chip on the back.
- It is the size of a credit card.
- The document should clearly explain that the holder has 'indefinite' leave; or 'no time limit' on their leave in the UK.

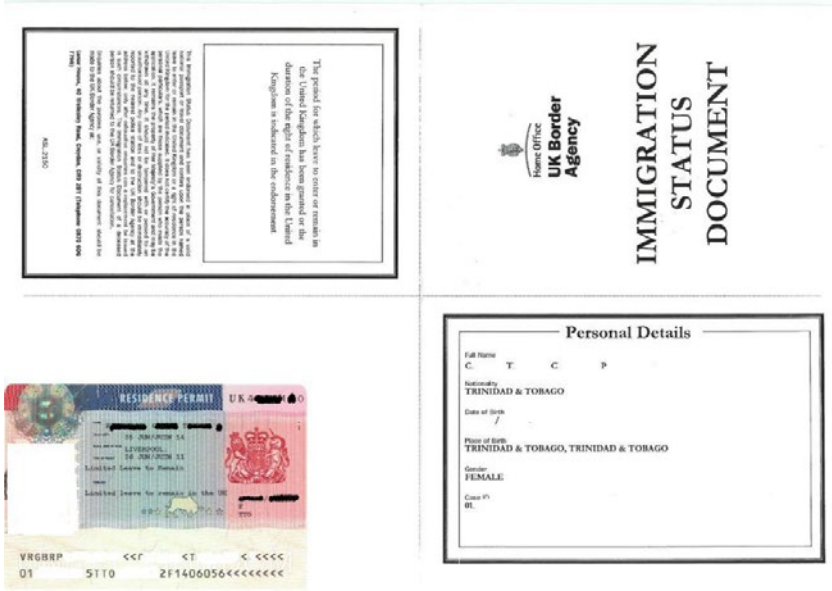
A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of the pages of the passport or travel document which contains the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details, photograph and also any page containing information indicating that the holder has an entitlement to enter or remain in the UK. The landlord should also make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- The document should contain an expiry date, but can be accepted if this date has lapsed.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**
- The endorsement should show that the holder is 'exempt from immigration control', has the 'right of abode' or has 'no time limit' on their stay in the UK. A 'travel document' is a passport-type document issued by the Home Office to somebody in lieu of a passport from their home nation.



A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- The document should contain an expiry date, but can be accepted if this date has lapsed.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**
- The endorsement should show that the holder is 'exempt from immigration control', has the 'right of abode' or has 'no time limit' on their stay in the UK.

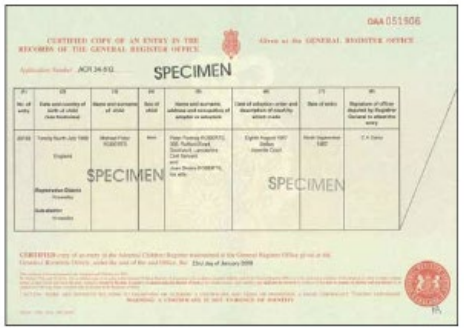
A certificate of registration or naturalisation as a British citizen.

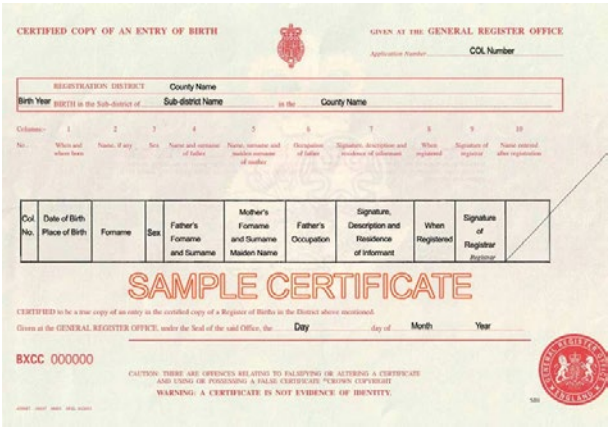
Statutory excuse: If the tenant provides this document then the landlord should take a copy of the front and back. The landlord should also make a note of the date on which the check took place.

If the landlord does this then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should state which country the holder was born in.
- The document should not appear to obviously have been tampered with.
- The document should be dated.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this. (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**





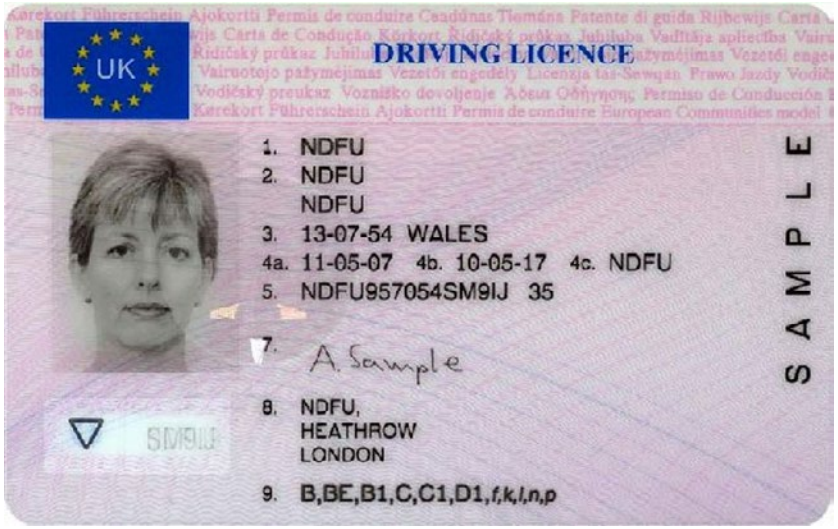
A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.

Statutory excuse: If the tenant provides either document then the landlord should take a copy of the front and back. The landlord should also make a note of the date on which the check took place.

Either document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord checks and copies two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document, it should only be accepted if there is a further supporting document which explains this. (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**



A current full or provisional photo card UK driving licence.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of the front and back. The landlord should also make a note of the date on which the check took place.

Either document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The photograph should be a true likeness of the holder.
- The date of birth (point 3 on the document) should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this. (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

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 6 months prior to the check.

Statutory excuse: If the tenant provides one of these documents then the landlord or agent should take a copy of each page. The landlord should also make a note of the date on which the check took place.

Any document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 6 months of the landlord's check.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.

Statutory excuse: If the tenant provides either document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

Either document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the check.
- The document has been signed by a named official. The signature on the letter can be made by hand in wet ink, or printed.
- The document should appear genuine and not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.

Statutory excuse: If the tenant provides one of these documents then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

One of these documents must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the check.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too**.

Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.

Statutory excuse: If the tenant provides one of these documents then the landlord should take a copy of each page or front and back. The landlord should also make a note of the date on which the check took place.

Any document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this group then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- Any photograph should be a true likeness of the holder.
- If any document states a date of birth it should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office 'biometric immigration document' stolen, stating the crime reference number, issued within the 3 months prior to the check

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

This document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the check.
- The document has been signed by a named official.
- The document contains the force's logo.
- The document should not appear to obviously have been tampered with.

A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness.

This letter must confirm the holder's name, and the address details of the prospective tenancy which they are assisting with obtaining for the holder.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

Any document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The document has been signed by a representative of a public authority, voluntary organisation or charity. The signature on the letter can be made by hand in wet ink, or printed.
- The document should not appear to obviously have been tampered with.

A template letter which can be used by a private rented sector access scheme is available **here**.

A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as an employee, and their employee reference number or their National Insurance number.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

Any document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The letter has been signed by a named employer and includes their business address. The signature on the letter can be made by hand in wet ink, or printed.
- The document should not appear to obviously have been tampered with.

A template letter which can be used by an employer is available **here**.

A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

Any document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The document includes the name and duration of the course of studies and the name of the education institution.
- The document should not appear to obviously have been tampered with.

A template letter which can be used by a further or higher educational institution is available **here**.

A letter issued within the 3 months prior to the check from a UK passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex A.

The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than three months. This letter should be signed by the acceptable professional person giving their name, home address, passport number, profession and place of work (or former place of work if retired), how long they have known the holder and in what capacity.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page. The landlord should also make a note of the date on which the check took place.

The document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The letter must be signed by a British passport holder, and include their name, address, passport number, profession and place of work, as well as how long they have known the tenant and in what capacity (and it must be longer than 3 months). The signature on the letter can be made by hand in wet ink, or printed.
- The document should not appear to obviously have been tampered with.

A template letter which can be used by a UK passport holder of an acceptable profession is **here**.

Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.

Statutory excuse: If the tenant provides any document then the landlord should take a copy of each page (front and back). The landlord should also make a note of the date on which the check took place.

The document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The document should not appear to obviously have been tampered with.
- If the holder has a different name on the document it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**

Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of each page (front and back). The landlord should also make a note of the date on which the check took place.

The document must be checked by the landlord in conjunction with another document from List A Group 2. They cannot be provided in isolation. If the landlord ensures they check and copy two documents from this list then they will establish a continuous statutory excuse against any penalty against them for letting their property to this individual. They will not need to carry out a repeat right to rent check.

What to look for:

- The document is dated and the date is within 3 months of the landlord's check.
- The date of birth on the passport should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The certificate should not appear to obviously have been tampered with.
- If the holder has a different name on the passport, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**
- The document will contain a 6 digit individual reference number in the top right corner, which can be verified by the Disclosure and Barring Service if required.

A current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period.

Statutory excuse: If the tenant provides this document then the landlord should take a copy of the pages of the passport which contain the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details, photograph and also any page containing information indicating that the holder has an entitlement to enter or remain in the UK. The landlord should also make a note of the date on which the check took place.

If the landlord does this then they will establish a time-limited statutory excuse against any penalty against them for letting their property to this individual. They should carry out a repeat check just before their statutory excuse expires. The expiry date is either the date on which their leave expires or twelve months on from the check, whichever is longer

What to look for:

- The photograph should be a true likeness of the holder.
- The date of birth on the passport should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The passport should not appear to obviously have been tampered with.
- The passport should contain an expiry date, and must be current.
- If the holder has a different name on the passport, it should only be accepted if there is a further supporting document which explains this (i.e. a marriage or deed-poll certificate). **In these circumstances this document should be copied too.**
- The passport should clearly explain that the holder has leave to be in the UK for a limited time, and show the date that leave expires. A 'travel document' is a passport-type document issued by a government to somebody in lieu of a passport from their home nation.

A current biometric 'residence permit' card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a time-limited statutory excuse against any penalty against them for letting their property to this individual. They should carry out a repeat check just before their statutory excuse expires. The expiry date is either the date on which their leave expires or twelve months on from the check, whichever is longer.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- There is a gold chip on the back.
- It is the size of a credit card.
- The document should clearly explain that the holder has limited leave and the date that leave expires.

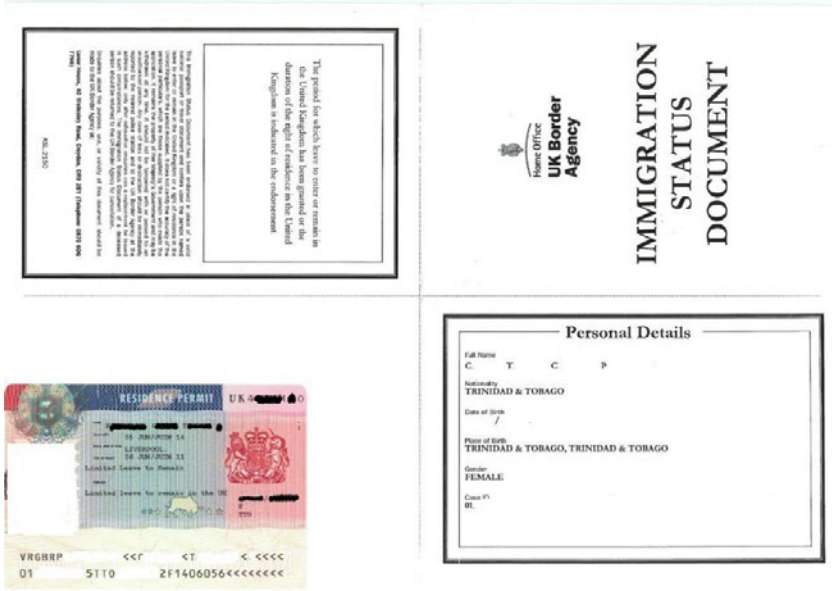
A current 'residence card' (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a 'family member' of an EEA or Swiss national or has a 'derivative' right of residence.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a time-limited statutory excuse against any penalty against them for letting their property to this individual. They should carry out a repeat check just before their statutory excuse expires. The expiry date is either the date on which their leave expires or twelve months on from the check, whichever is longer.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be consistent with any other instance of when the holder has provided their date of birth.
- The document should not appear to obviously have been tampered with.
- There is a gold chip on the back.
- It is the size of a credit card.
- The document should clearly explain that the holder has limited leave and the date that leave expires.



A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.

Statutory excuse: If the tenant provides such a document then the landlord should copy both sides of this in full and make a note of the date on which the check took place.

If the landlord does this then they will establish a time-limited statutory excuse against any penalty against them for letting their property to this individual. They should carry out a repeat check just before their statutory excuse expires. The expiry date is either the date on which their leave expires or twelve months on from the check, whichever is longer.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be believable and consistent with any other instance of when the holder has provided their date of birth.
- The document should include a Home Office logo.
- The document should not appear to obviously have been tampered with.
- The document should clearly explain that the holder has limited leave and the date that leave expires.

<Name of PRS Access Scheme>
<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Date>

<Prospective tenant name>
<Current address line 1 (if applicable)>
<address line 2>
<Town/City>
<County>
<Postcode>

Dear <Lead tenant's name>

Prospective tenancy of <prospective address in full>

We have worked with you in order to arrange your tenancy of the above property.

In most cases, upon letting a property in the private rented sector, a landlord should carry out Right to Rent checks of each adult living at that property. These are simple document checks, and this letter can be used towards satisfying such a check when used in combination with another acceptable document.

[In your case, you intend to use <insert name of document> along with this letter in order to satisfy the Right to Rent check. We believe that this should be acceptable under the Code of Practice for the scheme, however, it is the landlord or agent who must carry out the check.]

A simple, interactive guide around which documents are accepted in Right to Rent checks is available on Gov.uk, here: **https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide**.

<name of representative of PRS access scheme and position within organisation with signature above>

<Business Address of Employer>
<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Date>

<Prospective tenant name>
<Current address line 1 (if applicable)>
<address line 2>
<Town/City>
<County>
<Postcode>

Dear <Prospective tenant's name>

Confirmation of employment

My name is <insert name of official> and I hold the position of <insert job title> at <insert name of organisation>.

This letter is to confirm that you are in the employment of <insert name of organisation>, and that your staff reference number is <insert national insurance/staff number>.

<name of author, with signature above>

<To be printed on headed letter from educational institution, providing name and address details.>

<Date>

<Prospective tenant name>
<Current address line 1 (if applicable)>
<address line 2>
<Town/City>
<County>
<Postcode>

Dear <Prospective tenant's name>

Confirmation of enrolment on course of studies.

This letter is to confirm that you are enrolled on a course of <insert name of course>, beginning on <insert date> and due to end on <insert end>.

<name of representative of institution, with job title and signature above>

<Name of British Passport Holder>
<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Date>

<Prospective tenant name>
<Current address line 1 (if applicable)>
<address line 2>
<Town/City>
<County>
<Postcode>

Dear <Prospective tenant's name>

Confirmation of British passport holder knowing <insert name of prospective tenant>.

My name is <insert name of British passport holder> and I am a British passport holder number <insert British passport number>. I can confirm that I live at the address given at the top of this letter. I am a [retired] <insert profession>, and [most recently] work[ed] at <insert name and location of workplace>.

I can confirm that I have known you as <insert capacity> for <insert length of time>.

<name of British passport holder, with signature above>

Annex A – List of acceptable professional persons

- accountant
- airline pilot
- articled clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- civil servant (permanent)
- commissioner of oaths
- councillor, eg local or county
- dentist
- director/manager/personnel officer of a VAT-registered company
- engineer – with professional qualifications
- financial services intermediary, eg a stockbroker or insurance broker
- fire service official
- funeral director
- general practitioner
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary – fellow or associate member of the Institute of Legal Secretaries and PAs
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion
- nurse – RGN or RMN
- officer of the armed services
- optician
- paralegal – certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- person with honours, eg an OBE or MBE
- pharmacist
- photographer – professional
- police officer
- Post Office official
- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent – qualified
- valuer or auctioneer – fellows and associate members of the incorporated society
- Warrant Officers and Chief Petty Officers

FAQs

Landlord

My prospective tenant is a student who is coming to the UK and wishes to arrange his tenancy from overseas. What do I do?

You can agree a tenancy in principle and then check the tenant's documents in person when they arrive in the UK. You may wish to see the tenant via live video link before agreeing the tenancy in principle; however this does not negate the need for you to check the tenant's documents in person once they arrive in the UK.

Recent arrivals to the UK should have evidence of a right to rent through the documents they used to enter the country.

My prospective tenant has presented me with a passport which contains an endorsement allowing them to stay in the UK for a short period of time. He/she tells me that they have longer leave in the United Kingdom and that they have to obtain a biometric immigration document to evidence this. What should I do?

It is normal to allow people into the UK giving them a certain period of time in which they have to obtain a biometric immigration document from the Home Office which will reflect the full length of the leave which they have been granted. If these people present to you just with proof of the initial entry period in their passport before they have obtained their biometric immigration document you can rent to them for 12 months and will need to conduct further checks just before the end of the 12 month point.

My prospective tenant has shown me a document in a foreign language, how do I know if this represents valid proof of EEA citizenship?

Most documents are in English as well but you can find details of different EEA documents **here**. If in doubt, you can ask the tenant to provide other documents from the list in English. If you are not satisfied that they have the right to rent, you should not rent to them.

How can I check the identity of people who cover their face for reasons of belief?

Individuals should be asked to show their face to check that it matches their facial image on their documents. Scarves which cover the hair need not be removed. Those conducting the check should offer the opportunity for the prospective tenant to show their face in a private area and/or in the presence of another female.

I am letting to students who are arriving in the United Kingdom at separate times, do I need to do a Right to Rent check on all of them?

You will need to do a check on each person before they begin their tenancy. You may request to see the documentation which they will use for the Right to Rent check over video link before they arrive in the UK, but this must be followed up by a Right to Rent check with the document in your hands before the tenancy begins.

My tenant has guests staying with them while they are settling in. Do I need to carry out Right to Rent checks on them?

House guests do not fall into the scope of the scheme provided that they are not paying rent or they are not living in the accommodation as their only or main home. If you are satisfied that this is the case, you do not need to conduct Right to Rent checks.

Generally it will be in a landlord's interest to carry out Right to Rent checks of **all** adult occupiers who will be authorised to live in the accommodation as their only or main home, to ensure that they do not inadvertently breach the scheme. Making documentary checks on an occupier's status is the safest way to do this, and allows landlords to ensure that no liability for a civil penalty arises.

Do I have to employ somebody else to carry out document checks if I am not an expert?

No. You only have to be satisfied that the documents which you are checking seem genuine. You can make an arrangement with an agent who can carry out checks on your behalf but the Home Office will not penalise anybody who has been caught out by a good forgery.

What if I do not receive a response from the Landlords Checking Service within the promised 48 hour timeframe?

Responses from the Landlord Checking Service are automated in such a way so that an email letter is generated allowing you to rent to that person if a check can not be completed on them in 48 hours.

Tenant

I have had my passport and/or other identity documents stolen. How can I satisfy a Right to Rent check?

If your passport or biometric immigration document has been stolen, a letter from a UK police force confirming that you are a victim of crime and have reported your passport as stolen, stating the crime reference number, which has been issued in the last 3 months, can be used as part of the evidence of your right to rent. This must be accompanied by another document. A full list of documents which can be used in combination in order to satisfy a Right to Rent check are detailed at the front of this document.

I have recently been released from prison and have not been able to acquire any standard type of identity documentation. How can I satisfy a Right to Rent check?

You can use a number of less standard documents in combination to prove your right to rent. These can include letters from HM Prisons, and the probation services. A full list of documents which can be used in combination in order to satisfy a Right to Rent check are detailed at the front of this document.

I have never had a passport or driving licence. How can I satisfy a Right to Rent check?

If you do not have a passport or driving licence, you can use a number of other documents to prove your right to rent. A full list of documents which can be used in order to satisfy a Right to Rent check are detailed at the front of this document.

I have recently been homeless/sleeping rough and do not have any standard identification documents. How can I satisfy a Right to Rent check?

If you are working with a charity or voluntary organisation to assist you in obtaining private rented accommodation to prevent or resolve homelessness, a letter from them can be used as an acceptable document towards proving your right to rent. A non-exhaustive list of Private Rented Sector Access Schemes can be found here: **http://www.crisis.org.uk/find-pr-scheme.php**.

This should be used in combination with another document, however, there are a variety you can use including letters from a UK government department, local authority, or benefits paperwork. A full list of documents which can be used in combination in order to satisfy a Right to Rent check are detailed at the front of this document.

I have had to leave my home due to domestic violence and cannot access any of my identity documents. How can I satisfy a Right to Rent check?

Please note that if you are staying in a refuge or hostel then you are exempt from the Right to Rent scheme. The following applies for people seeking accommodation in the private rented sector.

You can use a number of less standard documents to prove your right to rent. Acceptable documents include documents which should be accessible without having to return to your previous address, such as a letter from your employer, a British passport holder, or your local authority. A full list of documents which can be used in combination in order to satisfy a Right to Rent check are detailed at the front of this document.

You can get help and support relating to domestic violence from **Refuge**. They operate a free 24 hour helpline in conjunction with **Women's Aid** – 0808 2000 247. **Victim Support** may also be able to offer advice.

I have recently left care/a foster family and do not have any identity documents. How can I satisfy a Right to Rent check?

You can use a number of less standard documents to prove your right to rent. A full list of documents which can be used in combination in order to satisfy a Right to Rent check are detailed at the front of this document.

I have a passport, but it has expired. How can I satisfy a Right to Rent check?

If you have an unlimited right to rent in the UK (i.e. you are a British citizen or an EEA national, or you are allowed to stay in the UK indefinitely), you can use an expired passport to evidence your right to rent. If you are in the UK on a temporary basis you can use an expired passport to satisfy a Right to Rent check providing that the endorsement within your passport clearly shows that your leave in the UK expires on a future date.

The Home Office is holding my passport. How can I satisfy a Right to Rent check?

If the Home Office is holding your passport due to an ongoing immigration application or appeal, your prospective landlord can request verification of your right to rent from the Home Office's Landlords Checking Service using an online form. In order to do this, you will need to provide them with a Home Office reference number; this can be an application or appeal number, application registration card (ARC) number, or case ID number etc. The Landlords Checking Service will always respond to the landlord by email within 2 working days, with a clear "yes" or "no" response. A "yes" response means that you do have the right to rent in the UK. The details of your immigration status and any applications you have made will not be disclosed.

My employer is holding my passport. How can I satisfy a Right to Rent check?

Your employer is not legally allowed to keep your passport, if they are not allowing you to hold it, you should contact the police.

You can satisfy a Right to Rent check without a passport by using a number of other documents. A full list of documents which can be used in order to satisfy a Right to Rent check are detailed at the front of this document.

The police are holding my passport. How can I satisfy a Right to Rent check?

You can satisfy a Right to Rent check without a passport by using a number of other documents. A full list of documents which can be used in order to satisfy a Right to Rent check are detailed at the front of this document.

If you are on police or immigration bail, you will be allowed to rent the property which is set as your bail address.

I am a student and will be living in Halls of Residence. Will I be subject to Right to Rent checks?

No. Halls of Residence are exempt from Right to Rent checks. This is the case for both Halls of Residence owned by universities and colleges and private organisations.