



Right to Rent Checks: A user guide for tenants and landlords

3 September 2021

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Introduction

This document is designed to assist both tenants and landlords and agents (landlords) when carrying out right to rent checks. It should be read in conjunction with the [Code of Practice on Right to Rent: civil penalty scheme for landlords](#) and their agents and [Landlord's Guide to Right to Rent Checks](#).

This document contains a visual guide to the types of document which can be presented by a tenant and accepted by a landlord to satisfy a manual right to rent check. There is also an FAQ section for both tenants and landlords to address some common queries.

Detailed information on the Right to Rent Scheme can be found in the code of practice and Landlord's Guide, where landlords can also find information on how to carry out checks using the Home Office online service. These are available on GOV.UK at:

<https://www.gov.uk/government/collections/landlords-immigration-right-to-rent-checks>

Landlords who let private property in England or take in lodgers could be liable for a civil penalty if they enter into a tenancy agreement with someone without a right to rent. If a landlord carries out the checks and retains copies as required, they will have a statutory excuse against such a penalty. Landlords can arrange for an agent to carry out checks on their behalf if a written agreement exists between them.

It is important a prospective or existing tenant understands what documents to provide or how to use the Home Office online service to prove their right to rent. This will make the process of renting a property easier for both the tenant and the landlord.

Landlords should conduct right to rent checks in a fair, justifiable and consistent manner, regardless as to whether they believe the tenant to be British, settled or a person with limited permission to be in the UK. More information on avoiding discrimination is available in the [Code of Practice for Landlords Avoiding unlawful discrimination when conducting 'right to rent' checks in the private rented residential sector](#).

The criminal offence of knowingly letting to a disqualified person is for the most serious cases. It is not intended for landlords who have simply made a mistake when complying with the Right to Rent Scheme. In the most serious cases, prosecution may be considered where it is deemed the appropriate response to the noncompliance encountered.

Right to rent checks on EEA citizens from 1 July 2021

Since 1 July 2021, EEA citizens and their family members require immigration status in the UK. To prove their right to rent they can no longer rely on an EEA passport or national identity card, which only confirms their nationality. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals. The only

exception to this is Irish citizens, who continue to have a continuous right to rent. They can prove their right to rent using their passport or passport card, as listed in this user guide.

Digital evidence of immigration status

Individuals who have been provided with digital evidence of their immigration status, via an eVisa, can only prove their right to rent using the Home Office online service ‘prove your right to rent in England’ available on GOV.UK
<https://www.gov.uk/prove-right-to-rent>.

This includes those who have made a successful application to:

- the EU Settlement Scheme (EUSS); or,
- the points-based system.

To obtain a statutory excuse against a civil penalty landlords must use the online service ‘view a tenants right to rent in England’ available on GOV.UK:

<https://www.gov.uk/view-right-to-rent>

Where an individual holds another form of immigration leave in the UK and they have a current Biometric Residence Permit or Card they may also be able use the online right to rent service.

This version of ‘Right to Rent Checks: A user guide for

tenants and landlords’ updates that issued on 1 July 2021. Further information about the latest changes can be found at Annex C, in ‘The Landlords Guide to Right to Rent Checks’ which is available on GOV.UK:

<https://www.gov.uk/government/collections/landlords-immigration-right-to-rent-checks>

The changes relate to the way in which those with outstanding EUSS applications evidence their right to rent. Landlords will obtain a statutory excuse against liability for a civil penalty if the check undertaken is as set out in the guidance issued on 31 August 2021, which is inclusive of these changes.

List B document 5 has been amended to remove reference to ‘on or before 30 June 2021’, and to include the ‘Isle of Man’ and ‘together with a Positive Right to Rent Notice issued by the Landlord Checking Service’

List B, document 11 is an additional entry.

Guidance and GOV.UK services referenced in this document

Right to Rent Guidance

Right to rent immigration checks: landlords’ code of practice

Landlord’s Guide to Right to Rent Checks

<https://www.gov.uk/government/collections/landlords-immigration-right-to-rent-checks>

Code of practice for landlords: avoiding unlawful

discrimination when conducting 'right to rent' checks in the private rented residential sector

<https://www.gov.uk/government/publications/right-to-rent-landlords-code-of-practice>

Coronavirus (COVID-19) landlord right to rent checks

<https://www.gov.uk/guidance/coronavirus-covid-19-landlord-right-to-rent-checks>

Right to Rent Factsheet

<https://www.gov.uk/government/publications/right-to-rent-checks-from-july-2021-important-information-for-landlords>

Online Right to Rent Checking Service, 'view a tenant's right to rent in England':

<https://www.gov.uk/view-right-to-rent>

Landlord Checking Service

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

Landlord Helpline

0300 790 6268

Monday to Thursday, 9am to 4:45pm

Friday, 9am to 4:30pm

Making a Report to the Home Office

<https://eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml>

Resolution Centre

If you need help accessing or using your digital immigration status, you can contact the UKVI Resolution Centre.

Telephone: 0300 790 6268, Monday to Friday (excluding bank holidays), 8am to 8pm. Saturday and Sunday, 9:30am to 4:30pm

<https://www.gov.uk/contact-ukvi-inside-outside-uk>

To carry out a manual or digital right to rent check, the landlord must:

1. **Obtain** either;
 - a tenant's original documents or,
 - a 'share code' for the online service from the tenant for a digital check
2. **Check** either;
 - the document with the tenant present for a manual check or,
 - Go to ['view a tenant's right to rent'](#) and enter the 'share code' along with the person's date of birth for a digital check.
3. **Record and retain** evidence of the check.

If a prospective or existing tenant has an ongoing application, appeal or administrative review with the Home Office, or if they state that they have permission to rent from the Home Office, the landlord should use this form to contact the Landlord Checking Service (LCS) to check if they can rent:

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

If the landlord has problems accessing the form or needs help completing it, the Landlord Helpline on 0300 790 6268 can help. The landlord will receive a response from the Landlord Checking Service within two days.

Conducting an online right to rent check using the Home Office online service

Where an individual has access to the online service right to rent checks can be conducted using the 'View a tenant's right to rent in England' page on GOV.UK to obtain a statutory excuse against a penalty when conducting a right to rent check.

It is not possible to conduct a Home Office online check in all circumstances, as not all people will have an immigration status that can be checked online at this time. Landlords will be able to undertake an online right to rent check, in real time, for:

- a current biometric residence permit;
- a current biometric residence card;
- a current frontier worker permit card;
- status issued digitally, via an eVisa, under the EU Settlement Scheme;
- a digital Certificate of Application to the EU Settlement Scheme issued on or before 30 June 2021
- status issued digitally, via an eVisa, under the points-based immigration system; and

The online service allows checks to be carried out by video call. Landlords do not need to see physical documents as the

right to rent information is provided in real time, directly from Home Office systems. The service works on the basis of the individual first viewing their own Home Office right to rent record. They may then share this information with the landlord, by providing a 'share code' which, when entered alongside the individual's date of birth, enables the landlord to access the information.

Some individuals can evidence their right to rent either by using the Home Office online service or via the list of acceptable documents. In such cases, landlords cannot insist that they use the online service, and whilst they may encourage use of the online check and support a person in doing so (for example, by providing access to hardware and the internet), they cannot discriminate against those who present acceptable documents. To do so is against the law.

For further information about how to conduct an online right to rent check, please see the Landlord's Guide to Right to Rent Checks on GOV.UK at: <https://www.gov.uk/government/publications/landlords-guide-to-right-to-rent-checks>.

Lists of acceptable documents

Where a right to rent check has been conducted using the online service, the information is provided in real-time directly from Home Office systems and there is no requirement to check any of the documents listed below.

Changes have been made to List B.

List B document 5 has been amended to remove reference to ‘on or before 30 June 2021’, and to include ‘Isle of Man’ and ‘together with a Positive Right to Rent Notice issued by the Landlord Checking Service’.

List B, document 11 is an additional entry.

These changes take effect with this guidance and will be amended in upcoming legislation.

The landlord will obtain a statutory excuse against liability for a civil penalty if the check they undertake is as set out in the guidance issued on 31 August 2021 which includes the use of the amended, and additional, document.

List A Group 1

If a prospective tenant can produce one document from this group then a continuous statutory excuse will be established.

1. 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.
2. A passport or a passport card (current or expired), showing that the holder is a national of the Republic of Ireland.
3. A document (current or expired) 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.
4. 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.
5. A current permanent residence card issued by the Home Office to the family member of an EEA or Swiss citizen.

6. 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.
7. A passport (current or expired) or other travel document 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.
8. A 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.
9. A certificate of registration or naturalisation as a British citizen.

List A Group 2

If a prospective tenant can produce any two documents from this group then a continuous statutory excuse will be established.

1. A birth certificate issued in the UK.
2. An adoption certificate issued in the UK.
3. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
4. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
5. 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.
6. 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.
7. 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.
8. 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 to the holder has been stolen and stating the crime reference number.

9. 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.
10. 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.
11. 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.
12. 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).
13. A certificate issued no longer than three months before the date on which it 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.
14. 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.
15. A letter which:
 - (a) has been issued no longer than three months before the date on which it is presented;
 - (b) has been 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.
16. A letter which:
 - (a) has been issued by a further or higher education institution in the UK;
 - (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.

List B

Acceptable documents to establish a time-limited statutory excuse

If a prospective tenant can produce one document from this group, then a time-limited statutory excuse will be established. A follow-up check will be required within the timescales outlined in eligibility periods.

1. A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.
2. A current biometric immigration document issued by the Home Office to the holder which indicates that the person named in permitted to stay in the UK for a time-limited period (this includes a Biometric Residence Permit).
3. 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 permitted to stay in the UK for a time-limited period.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, 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, which has been verified as valid by the Landlord Checking Service.
5. 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. **Amended Entry.**
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. 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.
8. 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.

9. 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.

10. A passport of a national of an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA who is a visitor to the UK, **together with** evidence of travel to the UK that provides documentary evidence of the date of arrival in the UK in the preceding six months. Details on how to check a visitor from the above countries is outlined in the relevant section of guidance.

11. A Certificate of Application (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. **Additional document entered to list.**



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.

If the tenant provides this document 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. The landlord should retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a continuous statutory excuse against a penalty . 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 credible 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 passport card, showing that the holder is an Irish citizen.

If the tenant provides this document 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, and photograph. The landlord should retain the copies with a record of the date on which the check is made.

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

What to look for:

- The passport or passport card should be a true likeness of the holder.
- The date of birth on the passport should be credible 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 the 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 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.

A current permanent residence card issued by the Home Office to the family member of an EEA or Swiss citizen.

How to check a BRP, BRC or Permanent Residence Card for a continuous statutory excuse

A BRP or BRC can be **current** or **expired**.

A permanent residence card must be **current** to obtain a continuous statutory excuse against liability for a civil penalty.

The cards must state settlement, indefinite leave to remain or no time limit.

When checking the physical document, the landlord should copy both sides of the card in full and retain the copies with a record of the date on which the check is made.

What to look for:

- It is the size of a credit card
- The photograph should be a true likeness of the holder
- The date of birth should be credible and consistent with any other instance of when the holder has provided their date of birth
- The document should not appear to be obviously tampered with
- The EU card has a gold chip on the back (reverse) of the card. The British card does not.

Alternatively, those with a current BRP or BRC can use the online service to prove their right to rent. They can provide a share code and date of birth to enable a check via the GOV.UK service '[View a tenant's right to rent in England](#)'. The landlord does not need to check documents if using this service.



A document from the, the Baliwick of Jersey, the Baliwick of Guernsey or the Isle of Man (UK Crown Dependencies with respective EUSS) with proof of settled status.

If the tenant provides one of these documents then the landlord should take a copy of each page. The landlord should retain a copy of the letter, or email with a record of the date on which the check is made.

The Isle of Man and Guernsey issue a letter to those granted EUSS status. Jersey issues a letter and operates an immigration status checker service for individuals to obtain confirmation of their status at any point. The results will go to their own email address, which they can present to the landlord.

The landlord should carry out a check with the Landlord Checking Service (LCS) using the form on GOV.UK at: <https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

If there are any problems accessing the form or need help completing it, call the Landlord Helpline on 0300 790 6268. The landlord will receive a response from the LCS within two days.

The landlord should retain the document from the UK Crown Dependency with the response from the LCS to establish a continuous statutory excuse a civil penalty. They will not need to carry out a repeat right to rent check.



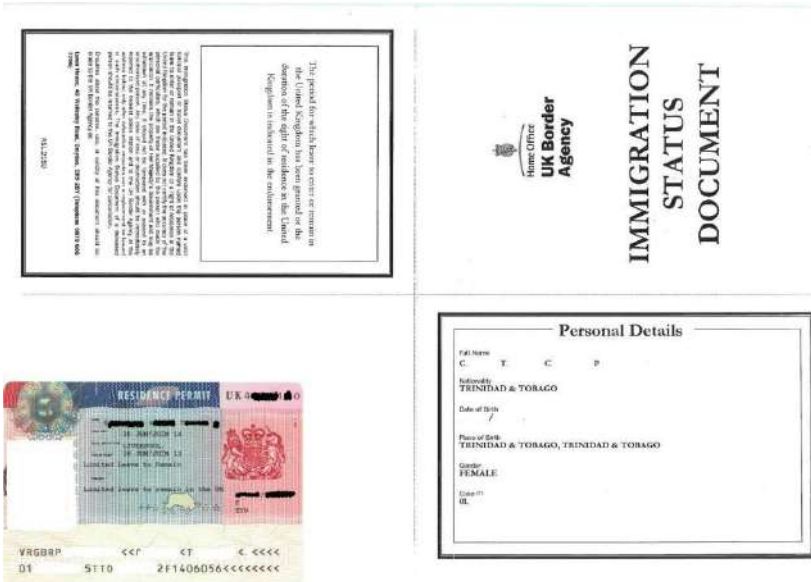
A current passport or other ‘travel document’ endorsed to show that the holder is either ‘exempt from immigration control’, has ‘indefinite’ leave in the UK, has the ‘right of abode’ in the UK, or has ‘no time limit’ on their stay in the UK.

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 retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a continuous statutory excuse against a penalty. They will not need to carry out a repeat right to rent check.

What to look for:

- Endorsements can come in a number of different forms within a passport or travel document. Landlords should check what is written on them, and that they have not obviously been tampered with.
- The photograph should be a true likeness of the holder.
- The date of birth on the document should be credible 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 ‘indefinite’ leave, 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.



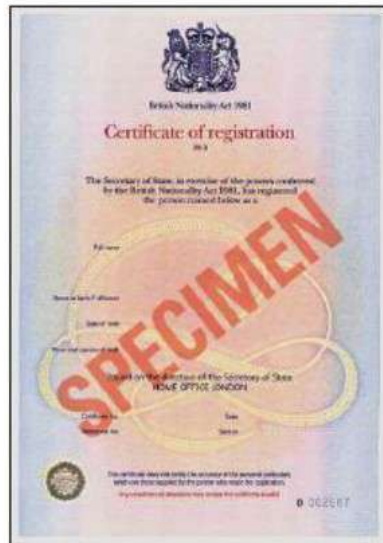
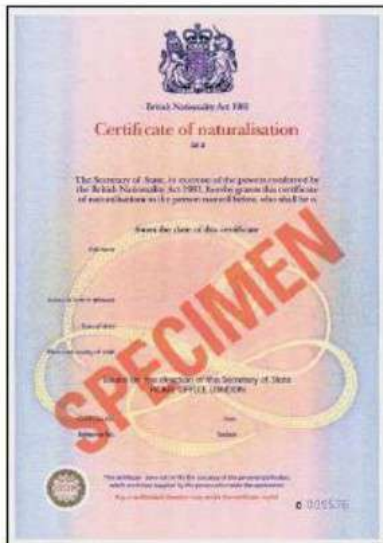
An immigration status document (current or expired) issued by the Home Office to the holder with a valid endorsement indicating that the holder is either ‘exempt from immigration control’, has ‘indefinite’ leave in the UK, has the ‘right of abode’ in the UK, or has ‘no time limit’ on their stay in the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

If the tenant provides such a document then the landlord should copy both sides of this in full and retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a continuous statutory excuse against a penalty. 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 credible 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 ‘indefinite’ leave, has the ‘right of abode’ or has ‘no time limit’ on their stay in the UK.



If the tenant provides this document then the landlord should take a copy of the front and back. The landlord should retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a continuous statutory excuse against a penalty. 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 credible 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 certificate of registration or naturalisation as a British citizen.

List A (Group 2): Acceptable document combinations (any 2)

If the tenant provides either document then the landlord should take a copy of the front and back. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 credible 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 birth or adoption certificate (long or short) issued in the UK, Channel Islands, the Isle of Man or Ireland.

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three 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.

If the tenant provides either document then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three months of the check.
- The document has been signed by a named official. The signature on the letter can be hand written, 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.

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three 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 3 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.

If the tenant provides this document then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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 three months). The signature on the letter can be hand written, or printed.
- The document should not appear to obviously have been tampered with.

A template letter which can be used by a British passport holder of an acceptable profession is [here](#).

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three 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.

If the tenant provides this document then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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 hand written, or printed.
- The document should not appear to obviously have been tampered with.
- The letter includes the prospective tenant's employee number or national insurance number.

A template letter which can be used by an employer is available [here](#).

List A (Group 2): Acceptable document combinations (any 2)



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

If the tenant provides this document, then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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.

List A (Group 2): Acceptable document combinations (any 2)



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 forces.

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 retain the copies with a record of the date on which the check is made.

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 a penalty. 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 credible 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.

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three months prior to the check, from an officer of following, confirming that the holder is subject of an order requiring supervision;

- the National Offender Management Service in England and Wales;
- from an officer of a local authority in Scotland; or,
- from an officer of the Probation Board for Northern Ireland.

If the tenant provides one of these documents, then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three months of the check.
- The date of birth on the document should be credible 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.

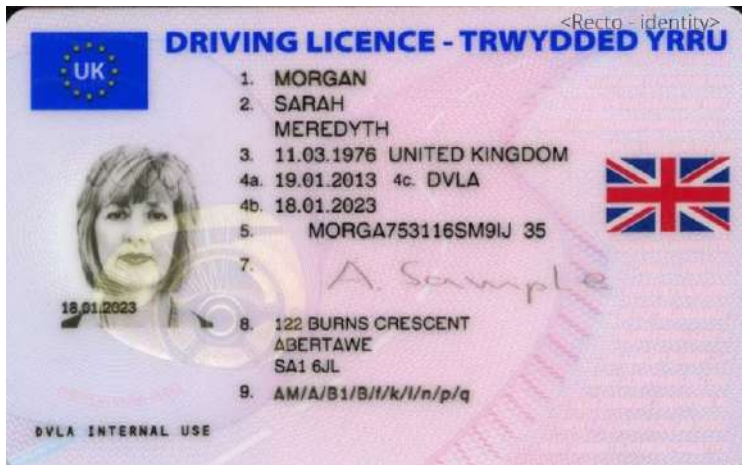
List A (Group 2): Acceptable document combinations (any 2)

If the tenant provides this document, then the landlord should take a copy of the front and back. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 credible 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.

List A (Group 2): Acceptable document combinations (any 2)



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

If the tenant provides this document, then the landlord should take a copy of each page (front and back). The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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.

List A (Group 2): Acceptable document combinations (any 2)



Documentation relating to receipt of a benefit (document or screenshot), issued within the three months prior to the check, 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.

If the tenant provides any document, then the landlord should take a copy of each page (front and back). The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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.

List A (Group 2): Acceptable document combinations (any 2)



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 six months prior to the check.

If the tenant provides one of these documents, then the landlord or agent should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 six 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.

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three 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.

If the tenant provides this document, then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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 hand written, 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](#).

List A (Group 2): Acceptable document combinations (any 2)



A letter issued within the three 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.

If the tenant provides this document, then the landlord should take a copy of each page. The landlord should retain the copies with a record of the date on which the check is made.

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 a penalty. 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 three 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](#).

List B: Documents which enable a time-limited statutory excuse



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.

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 retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a time-limited statutory excuse against a penalty. The landlord should carry out a repeat check before their statutory excuse expires. This time-limited statutory excuse lasts either for 12 months or until expiry of the person’s permission to be in the UK, or until expiry of the validity of the Home Office document which evidences their right to be in the UK, whichever is later.

What to look for:

- Endorsements can come in a number of different forms within a passport or travel document. Landlords should check what is written on them, and that they have not obviously been tampered with.
- Some visas allow multiple entries into the UK, when presented with one of these the landlord should take the date on which this visa is valid to, not the expiry date of their current visit.
- The photograph should be a true likeness of the holder.
- The date of birth on the passport should be credible 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.

List B: Documents which enable a time-limited statutory excuse



If the tenant provides such a document, then the landlord should copy both sides of this in full. The landlord should retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a time-limited statutory excuse against a penalty.

The landlord should carry out a repeat check before the statutory excuse expires. This time-limited statutory excuse lasts either for 12 months or until expiry of the person's permission to be in the UK, or until expiry of the validity of their Home Office document which evidences their right to be in the UK, whichever is later.

What to look for:

- It is the size of a credit card
- The photograph should be a true likeness of the holder
- The date of birth should be credible and consistent with any other instance of when the holder has provided their date of birth
- The document should not appear to be obviously tampered with
- The EU card has a gold chip on the back (reverse) of the card. The British card does not.

Alternatively, those with a current BRP or BRC can use the online service to prove their right to rent. They can provide a share code and date of birth to the landlord to enable a check via the GOV.UK service [‘View a tenant’s right to rent in England’](#). The landlord does not need to check documents if using this service.

List B: Documents which enable a time-limited statutory excuse



A document issued by the Bailiwick of Jersey, 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 pre-settled (limited leave to remain) status

The tenant can provide a letter issued by Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man confirming they have an outstanding application to the EU Settlement Scheme. Some individuals may provide evidence via the Bailiwick of Jersey's online status tracker, which individuals can use to provide proof of their status by typing in their details. The results will go to their own email address, which they can present to the landlord.

The landlord should carry out a check with the Landlord Checking Service (LCS) using the form on GOV.UK at:

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

The landlord should take a copy of the entire document(s) together with with a Positive Right to Rent Notice issued by the LCS and retain these copies with a record of the date in which the check is carried out. If the landlord does this they will establish a statutory excuse against a civil penalty.

If there are any problems accessing the form or need help completing it, call the Landlord Helpline on 0300 790 6268. The landlord will receive a response from the Landlord Checking Service within two days.

List B: Documents which enable a time-limited statutory excuse



A document issued by the Bailiwick of Jersey, Bailiwick of Guernsey, or the Isle of Man, showing that the holder has made an application for limited leave to enter or remain

The tenant can provide a letter issued by Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man confirming they have an outstanding application to the EU Settlement Scheme. Some individuals may provide evidence via the Bailiwick of Jersey's online status tracker, which individuals can use to provide proof of their status by typing in their details. The results will go to their own email address, which they can present to the landlord.

The landlord should carry out a check with the Landlord Checking Service (LCS) using the form on GOV.UK at:

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

The landlord should take a copy of the entire document(s) together with with a Positive Right to Rent Notice issued by the LCS and retain these copies with a record of the date in which the check is carried out. If the landlord does this they will establish a statutory excuse against a civil penalty.

If there are any problems accessing the form or need help completing it, call the Landlord Helpline on 0300 790 6268. The landlord will receive a response from the Landlord Checking Service within two days.

List B: Documents which enable a time-limited statutory excuse



A Frontier Work Permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.

The Frontier Worker Permit is the same format as a Residence Permit but are entitled 'Frontier Worker Permit'. These permits have been issued since January 2021 and will only appear in the latest card design.

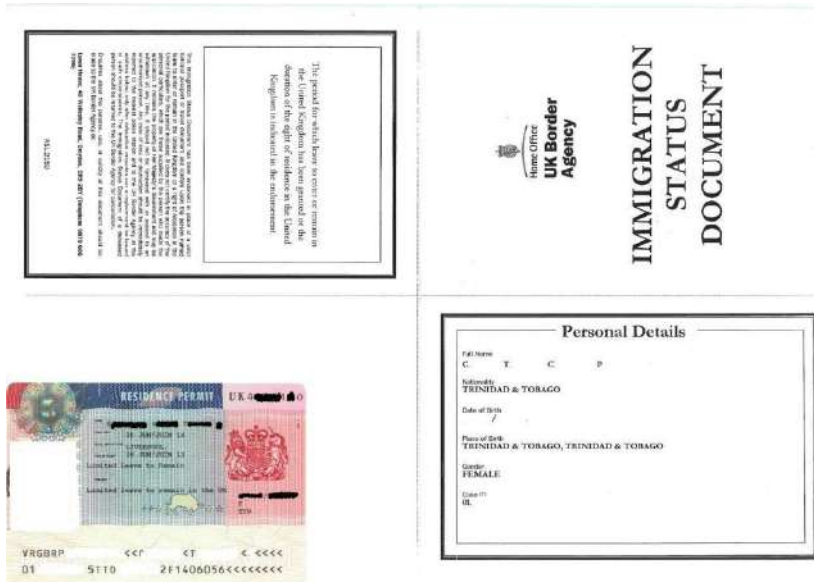
If the tenant provides such a document, then the landlord should copy both sides of this in full. The landlord should retain the copies with a record of the date on which the check is made.

The Frontier Worker Permit can be checked manually, or if the individual provides a share code the landlord can carry out a digital check using the online service on GOV.UK:

<https://www.gov.uk/view-right-to-rent>

There may be instances where an individual does not have a Frontier Worker Permit, and they may choose to exercise their declaratory rights as a frontier worker. In these cases landlords must see the detailed guidance in the Landlord's Guide to Right to Rent Checks available in GOV.UK at: <https://www.gov.uk/government/publications/landlords-guide-to-right-to-rent-checks>

List B: Documents which enable a time-limited statutory excuse



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. This includes Service Provider from Switzerland visas, and some points-based system visas.

If the tenant provides such a document, then the landlord should copy both sides of this in full. The landlord should retain the copies with a record of the date on which the check is made.

If the landlord does this then they will establish a time-limited statutory excuse against a penalty. The landlord should carry out a repeat check before their statutory excuse expires. This time-limited statutory excuse lasts either for 12 months or until expiry of the person's permission to be in the UK, or until expiry of the validity of their document which evidences their right to be in the UK, whichever is later.

What to look for:

- Any photograph should be a true likeness of the holder.
- The date of birth on the document should be credible 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.

List B: Documents which enable a time-limited statutory excuse



A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for to the UK EU Settlement Scheme, **on or after 1 July 2021**.

Individuals with an outstanding valid application to the EUSS, are issued a Certificate of Application (CoA). Where an individual has been issued with a Certificate of Application (CoA), the landlord must establish whether this is a '[digital](#)' or '[non-digital](#)' CoA and must retain evidence of the check (hardcopy or electronic).

Digital - a digital CoA is provided electronically and the tenant will access this via the online service. They will provide the landlord with a share code to access the online service '[view a tenants right to rent in England](#)'. This will confirm the individual's right to rent, for twelve months from the date of the check. If the landlord carries out the check in this way they will establish a time-limited statutory excuse against a penalty.

Non-digital - a 'non-digital' CoA is an email or letter sent to the applicant. Where a prospective tenant provides a non-digital CoA, the landlord must make a copy of this document and retain this copy, together with a Positive Right to Rent Notice (PRRN) from the Landlord Checking Service (LCS). In doing so the landlord will have a statutory excuse for twelve months from the date stated on the PRRN.

Should a non-digital CoA dated on or before 30 June 2021 be provided, the landlord should ask the prospective tenant to check if they have also been issued with a digital CoA. If they have, they should provide a share code to verify their right to rent via the online service instead. If they have not, the landlord must verify the non-digital CoA via an LCS check.

There are a small number of individuals who made their EUSS application using a paper application. Due to the postage and processing time related to paper applications the landlord may be required to undertake a check before they receive their Certificate of Application.

If an individual presents a letter or email notification acknowledging receipt of the EUSS application made on or before 30 June 2021, the landlord must request a right to rent check from the LCS, using the online form 'request a Home Office right to rent check' on GOV.UK at:

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

The landlord must make a copy of their EUSS CoA or their EUSS acknowledgement notification and retain this with the response from the LCS to have a statutory excuse against a civil penalty.

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, e.g. local or county
- dentist
- director/manager/personnel officer of a VAT-registered company
- engineer – with professional qualifications
- financial services intermediary, e.g. 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, e.g. 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 for landlords or agents

I need help with carrying out a right to rent check, who should I contact?

You should call the Landlord Helpline if you need help with a check on 0300 790 6268, Monday to Thursday, 9am to 4:45pm Friday, 9am to 4:30pm.

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?

Whilst we encourage individuals to collect their biometric residence permit (BRP) before entering into a tenancy agreement we recognise that this is not always possible. If an individual is due to enter into a tenancy agreement before they collect their BRP then you are able to accept the short duration vignette in their passport as proof of their right to rent. You should ensure that the vignette is still valid (that the expiration date has not passed) and follow the manual check process. This will provide you with a statutory excuse for 12 months.

Once the individual has collected their BRP you may wish to conduct a further check which will provide you with a statutory excuse for the duration of their leave.

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. Anyone who is given a false document will only be liable for a civil penalty if it is reasonably apparent it is false.

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 carrying out the check should offer the opportunity for the prospective tenant to show their face in a private area and/or in the presence of a female.

My tenant has guests staying with them. Do I need to carry out right to rent checks on them?

House guests, such as friends or family members, will not ordinarily be treated as an 'occupier' under the Scheme because a guest will generally not be living in the accommodation as their only or main home. A landlord should make reasonable enquiries at the time the residential tenancy is entered into (including when it is renewed or varied) and make an assessment based on those enquiries as to whether someone will be living on the premises as their only or main home.

Where a person is living in accommodation as their only or main home and is paying rent to another occupier, they may be regarded as having entered into their own residential tenancy agreement with that occupier (as a sub-tenant or licensee) and it will fall to that occupier to carry out the right to rent checks.

My tenant has brought someone into the property as their only or main home and is receiving rent. Do I need to carry out right to rent check on them?

Your tenant will be responsible for the checks for anybody they enter into a separate subletting or licensee arrangement with.

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.

Further information on carrying out right to rent checks on students can be found in the [Landlord's guide to right to rent checks](#).

My prospective tenant has provided me with an EUSS Certificate of Application (CoA), stating that they have an outstanding application with the Home Office. Can I accept this as part of a right to rent check?

Yes. If your prospective tenant has a digital CoA ask your them for a share code, you can then use the GOV.UK online service 'view a tenants right to rent in England' to check their right to rent. If only have a non-digital CoA then you must check the CoA via the Landlord Checking Service to obtain a Positive Right to Rent Notice (PRRN) confirming their right to rent. You must make a copy the CoA and the PRRN to have statutory excuse against liability for a civil penalty.

<https://eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml>

How will an EEA citizen be able to satisfy a right to rent check without physical documentary proof of their status?

Since 1 July 2021, EEA citizens who have made a successful application to the EU Settlement Scheme, or the points-based system will have been provided with digital evidence of their immigration status (known as an eVisa). They will use the Home Office right to rent service to prove their right to rent.

The online right to rent service is simple, secure, free to use and enables checks to be carried out via video call. Landlords do not need to check physical documents as an individual's status information is provided in real time directly from Home Office systems.

What is the Home Office online service?

The Home Office [online right to rent service](#) offers a simple way to check someone's right to rent digitally, without needing to check a physical document.

The individual will provide you with a share code and you must check their details using the online service on GOV.UK

<https://www.gov.uk/view-right-to-rent>

Are retrospective checks required on EEA citizens who began renting on or before 30 June 2021?

No. There is no requirement for retrospective checks to be undertaken on EEA citizens who began renting on or before 30 June 2021. Landlords will maintain a continuous statutory excuse against a civil penalty if the initial check was undertaken in line with legislation and published guidance at the time.

I have found out my tenant has not made an application to the EU Settlement Scheme do I have to evict them?

No, encourage them to make an application. To maintain your statutory excuse against a civil penalty you must make a report to the Home Office via GOV.UK:

<https://eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml>

Can I still carry out COVID-19 adjusted checks on my tenants?

Yes, the temporary changes to right to rent checks made on 30 March 2020 remain in place until 5 April 2022 (inclusive). This means:

- Checks can currently be carried out over video calls
- Tenants can send scanned documents or a photo of documents for checks using email or a mobile app, rather than sending originals
- Landlords should use the Home Office Landlord Checking Service if a prospective or existing tenant cannot provide any of the accepted documents

Further guidance relating to the COVID-19 temporary adjusted checks can be found on GOV.UK at:

<https://www.gov.uk/guidance/coronavirus-covid-19-landlord-right-to-rent-checks>

FAQs for tenants

If you are planning on proving your right to rent by presenting your landlord with documents from list A or B, it is advisable to have the relevant documents ready before you begin looking for a property.

How can I prove my right to rent?

There are two types of right to rent checks; a manual document-based check and an online check via the Home Office online right to rent checking service.

It will not be possible to prove your right to rent using the online checking service in all circumstances, as not all individuals will have an immigration status that can be checked online at this stage. In these circumstances you should prove your right to rent by presenting your landlord with your documents.

If you have a Biometric Residence Permit, a Biometric Residence Card, status under the EU Settlement Scheme or have been granted status digitally via an eVisa, you can evidence your right to rent using the online checking service.

My landlord has asked for a follow-up check. Do I need to do this?

Yes. Your landlord is required by law to carry out a follow-up check if you had a time limited right to be in the UK when your initial check was carried out. You are required to comply with your landlord's request for a follow up check.

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 have been the victim of a crime and have reported your passport as stolen, stating the crime reference number, which has been issued in the last three months, can be used as part of the evidence of your right to rent. This must be accompanied by another document from list A group 2.

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 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. 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 you are not required to prove your right to rent if you are staying in a refuge or hostel, as they are exempt from the Right to Rent Scheme. The following applies for people seeking accommodation in the private rented sector.

There are a number of acceptable documents include documents which should be accessible to you 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 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 or Irish citizen) you can use an expired passport to prove your right to rent. Also, if you have indefinite leave to remain in an expired passport you can also use this to prove your right to rent.

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 Landlord 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, or case ID number etc.

<https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

The Landlord Checking Service will 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.

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.

I am an EEA or Swiss national, and have been granted status under the EU Settlement Scheme, how can I prove my right to rent to a landlord?

You can prove your right to rent using the Home Office online checking service available on GOV.UK at:

<https://www.gov.uk/prove-right-to-rent>

Further information on how to use your immigration status can be found on GOV.UK at:

<https://www.gov.uk/government/publications/view-and-prove-your-immigration-status-evisa/your-immigration-status-an-introduction-for-eu-eea-and-swiss-citizens-accessible-version>

My landlord has asked me to prove my right to rent using the online service, but I would prefer to show my documents. Do I have to complete an online check?

No. A landlord cannot insist you use the online service if you can provide a document from the acceptable document list. Landlords cannot discriminate against those who choose to prove their right to rent using a document from the acceptable document list, to do so is against the law.

I am experiencing issues when using the online service, where can I find help?

If you need help accessing or using the online immigration status services, you can contact the UKVI Resolution Centre.

Telephone: 0300 790 6268, Monday to Friday (excluding bank holidays), 8am to 8pm. Saturday and Sunday, 9:30am to 4:30pm.

The Resolution Centre provides telephone support to all account holders using the online immigration status services, and BRC/P holders using the online right to rent services.

This includes supporting users through the online journey, helping them to access or recover their account, helping them to update their personal details or sharing status on behalf of account holders if they are unable to do so themselves

The Resolution Centre will also be able to assist users who are experiencing technical issues with their online immigration status, and where necessary, enable account holders' status to be verified through alternative means.

My personal information on the online service is incorrect or out of date, how do I update it?

Information on how to keep your details up to date is available on GOV.UK at:

<https://www.gov.uk/guidance/using-your-uk-visas-and-immigration-account#your-ukvi-account>

<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 on 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>