

## RIGHT TO RENT CHECK

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

Property Address

<b>PERSONAL DETAILS:</b>	<b>CONTACT DETAILS:</b>
<p><b>Title:</b> Mr / Mrs / Ms / Miss</p> <p><b>First Name:</b></p> <p><b>Middle Names:</b></p> <p><b>Surname:</b></p>	<p><b>Tel:</b></p> <p><b>Mob:</b></p> <p><b>Work Tel:</b></p> <p><b>Email:</b></p>
<p><b>Will the rental property be the prospective occupier's only or main home? YES / NO</b>                  For a home to be an only or main home it must be the only property that the person lives in, or the property that is used for personal, legal or family matters.</p>	
<b>IDENTIFICATION DOCUMENTS:</b>	
<p><b>Please provide either one original document from Group 1 or two original documents from Group 2: N.B. Landlords are required to keep clear and legible copies for the period of the tenancy and for a year after the tenancy has come to an end ( s5 of The Immigration (Residential Accommodation)(Prescribed Requirements and Codes of Practice) Order 2014). At the time of writing the government guidance states that if the following documents are provided no follow up checks are required.</b></p>	
<b>Group 1</b>	
<ul style="list-style-type: none"> <li>• A current or expired British passport</li> <li>• A current or expired European Economic Area (EEA) or Swiss passport or national identity card</li> <li>• A current or expired registration Certificate issued by the Home Office to an EEA/Swiss national</li> <li>• A current or expired document issued by the Home Office to an EEA/Swiss national certifying permanent residence</li> <li>• A current or expired permanent residence card or document issued by the Home Office to the family member of an EEA/Swiss national indicating permanent residence</li> <li>• A current or expired biometric residence permit which indicates the holder as no time limit to stay on their stay in the UK</li> <li>• A current or expired passport or other travel document endorsed to show that the holder is exempt from immigration control or entitled to reside in the UK with no time limit</li> <li>• A valid immigration status document containing a photograph which with endorsement that person named has no time limit to stay in UK</li> <li>• A certificate of registration or naturalisation as a British citizen.</li> </ul>	
<b>Group 2</b>	
<ul style="list-style-type: none"> <li>• A summary or full UK, Channel Islands, Isle of Man or Ireland birth or adoption certificate</li> <li>• A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee</li> <li>• A letter from a UK police force confirming the holder is a victim of crime in which a document from Group 1 (above) has been stolen, stating the crime reference number, issued within the last 3 months</li> <li>• Evidence of the holder's previous or current service in any of HM's UK armed forces</li> <li>• A letter from HM, Scottish and/or Northern Ireland Prison Service, confirming the holder's name, date of birth, and that they have been released from custody of that service, issued in the past 3 months</li> <li>• A letter from an officer of the NOMS in England or Wales or Probation Board for Northern Ireland confirming the holder's name, date of birth and that the holder is the subject of an order requiring supervision by that officer issued within last 3 months</li> <li>• A letter from a UK higher education institution confirming the holder's acceptance on a course of studies</li> <li>• A current full or provisional photo card UK driving licence</li> </ul>	

