

Tenant Right to Rent – Immigration Checks

In accordance with the Immigration Act 2014, the Right to Rent is applicable to all new tenancies from February 2016. We are therefore required to see documents to confirm your right to rent/reside within the United Kingdom.

All documents provided must be **ORIGINAL** versions.

List A

Group 1 - Accepted Documents (only one required)

These do not require a follow up check

A **Passport** (current or expired) showing the holder is a British citizen or citizen of the UK and Colonies

A **Passport or National Identity Card** (current or expired) showing that the holder is a national of the EEA (European Economic Area) or Switzerland

A **registration certification or document** (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, EEA country or Switzerland

A **permanent residence card, 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 immigration document** issued by the Home Office to the holder indicating that the named person is allowed to stay in the UK indefinitely or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made

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

A **current immigration status document** containing a photograph issued by the Home Office to the holder with an endorsement indicating the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made

A **certificate of registration or naturalisation** as a British citizen

List A

Group 2

Acceptable Document Combinations

*Any **two** of the following documents when produced in any combination. They must be dated to show when they were issued and confirmed the prospective tenant's name*

A full birth or adoption certificated issued in the UK, the 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 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 or 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

A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months

Evidence (identity card, document of confirmation issued by one of the 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 HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland

Letter from a UK further or higher education institution confirming the holder's acceptance on a course of studies

A current full or provisional UK driving licence (a photo card without paper counterpart is acceptable)

A current UK firearm or shotgun certificate

Disclosure and Barring Service certificate issued within the last 3 months

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

If you are unable to provide any of the documents in List A, Group 1 or 2, please see List B below.

List B

Documents where a time-limited statutory excuse is established

All documents must be valid (not expired) at the time of the right to rent check. These must be checked again:

- *One year from the date of the initial check, or*
- *Before the expiry of the persons leave to be in the UK, or (whichever is longer from a or b)*
- *On expiry of a person's permission to stay in the UK as shown on their biometric residence permit*

A valid Passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period

A current biometric immigration document 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. NB: ensure that both sides are copied.

A current residence card (including an accession residence card or 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

In the case that the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they have permission right to rent, an email from the Landlords Checking Service providing a "yes" response to a right to rent request. This will only be sent to the landlord by the Landlords Checking Service

Validity of all documents will be checked in the presence of the holder. We are required to report any suspicious or potentially fraudulent identification to the relevant authorities.

LetSU will make a copy of the document provided and keep a record of this, this may be a hardcopy or a scanned copy. This is kept on file for the duration of the tenancy and an additional 12 months following the end of the tenancy. LetSU will date the document copy to confirm when it was seen.

If you require further assistance with your identification, please have a look at the following website: <https://www.gov.uk/check-tenant-right-to-rent-documents>.