



Home Office

Right to Rent



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

November 2020

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This document is designed to assist both tenants and 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.

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 and agents 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 [here](#).

Landlords or agents in England could be charged with a criminal offence if they know, or have reasonable cause to believe, that they are letting to a disqualified person.

How to carry out a right to rent check

1. Obtain either;

- a tenant's original acceptable documents that allow them to live in the UK or,
- a 'sharecode' for the online service from the tenant

2. Check either;

- the document with the tenant present or,
- Go to '[Check a tenant's right to rent](#)' and enter the 'sharecode' along with the person's date of birth

3. Record and retain evidence of the check;

To note, the top bullet point in 1 and 2 relate to a manual document-based check, the bottom bullet point

in 1 and 2 relate to an online check. 3 applies to both a manual and online 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 to check if they can rent. The landlord will receive a response from the Landlord Checking Service within two days.











Nationals of Australia, Canada, Japan, New Zealand, Singapore, South Korea and the USA who are visiting the UK for up to six months are permitted to use a combination of their passport, plus evidence of travel to the UK to demonstrate a right to rent. For further information about how to conduct a right to rent on nationals of Australia, Canada, Japan, New Zealand, Singapore, South Korea and the USA please read the [Landlord's guide to right to rent checks](#).

Further information on the Right to Rent Scheme can be found on GOV.UK














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

List A and List B






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

- | | | | | | | | |
|--|---|---|---|---|---|---|--|
|  | UK passport |  | EEA/Swiss national passport/identity card |  | Registration Certificate issued by the Home Office to an EEA/Swiss national |  | Document certifying permanent residence issued by the Home Office to an EEA/Swiss national |
|  | EEA/Swiss national family member Permanent Residence card or document |  | A document issued by the Home Office to an EEA/Swiss national family member |  | Biometric Residence Permit with unlimited leave |  | Passport or travel document endorsed with unlimited leave |
|  | UK Immigration status document endorsed with unlimited leave |  | A certificate of registration or naturalization as a British citizen | | | | |

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

- | | | | | | | | |
|--|---|--|---|--|---|--|---|
|  | UK or Irish birth or adoption Certificate (long or short) |  | A letter from a UK Government Department or Local Authority |  | A letter of attestation from a UK passport holder working in an acceptable profession |  | A letter of attestation from an employer |
|  | A letter from a police force confirming a document from List A (Group 1) has been reported stolen |  | Evidence of current or previous service in UK armed forces |  | A letter from HM Prison Service |  | A letter from National Offender Management Service |
|  | Full or provisional UK driving license |  | Disclosure and Barring Certificate |  | Benefits paperwork (document or screenshot) |  | A letter from a private rented sector access scheme |
|  | A letter from a UK further or higher education institution | | | | | | |

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

- | | | | | | | | |
|---|---|---|--|---|---|---|---|
|  | A valid passport or travel document endorsed with a time-limited period |  | A biometric immigration document with time-limited leave |  | Residence card or derivative residence card issued by the Home Office to a non-EEA national |  | UK immigration status document with a time-limited endorsement from Home Office |
|  | EEA/Swiss family member time-limited document issued by the Home Office | | | | | | |

List A and List B

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 national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
3. A registration certificate (current or expired) issued by the Home Office to a national of an EEA state or Switzerland.
4. A document certifying permanent residence (current or expired) issued by the Home Office to a national of an EEA state or Switzerland.
5. A permanent residence card (current or expired) issued by the Home Office to the family member of a national of an EEA state or Switzerland.
6. A document issued by the Home Office to a family member of a national of an EEA state or Switzerland (current or expired) 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.
7. 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.
8. 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.
9. An 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.
10. 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.

List A and List B

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.

List A and List B

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.

1. A passport or travel document which has not expired, endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.
2. A biometric immigration document which has not expired, issued by the Home Office to the holder, which indicates that the person named is permitted to stay in the UK for a time-limited period (this includes a Biometric Residence Permit).
3. A residence card or a derivative residence card, which has not expired, 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, which indicates that the holder is permitted to stay in the UK for a time-limited period.
4. 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.
5. A document issued by the Home Office to a family member of a national of an EEA state or Switzerland, which has not expired, and which indicates that the holder is permitted to stay in the UK for a time-limited period.

FAQ's 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 manually 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 under the points-based immigration system 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. Or if your landlord carried out a temporary adjusted check due to the coronavirus pandemic. 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 are a victim of crime and have reported your passport as stolen, stating the crime reference number, which has been issued in the last 3 months, can be used as part of the evidence of your right to rent. This must be accompanied by another document 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 that if you are staying in a refuge or hostel then you are exempt from the Right to Rent Scheme.

The following applies for people seeking accommodation in the private rented sector.

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

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

If the Home Office is holding your passport due to an ongoing immigration application or appeal, your prospective landlord can request verification of your right to rent from the Home Office's 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, application registration card (ARC) number, or case ID number etc.

The Landlord Checking Service will always respond to the landlord by email within 2 working days, with a clear "yes" or "no" response.

A "yes" response means that you do have the right to rent in the UK. The details of your immigration status and any applications you have made will not be disclosed.

My employer is holding my passport. How can I satisfy a right to rent check?

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

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

The police are holding my passport. How can I satisfy a right to rent check?

You can satisfy a right to rent check without a passport by using a number of other documents.

A full list of documents which can be used in order to satisfy a right to rent check are detailed at the front of this document.

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, how can I prove my right to rent to a landlord?

You can continue to evidence your right to rent by presenting your passport or National Identity Card to your landlord until 30 June 2021.

You can also choose to prove your right to rent using the online checking service if you have status under the EU Settlement Scheme. Please click [here](#) for further guidance.

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 mandate that you use the online service, if you do not want to use the online service your landlord should carry out a manual document-based check.

A landlord should not discriminate against you on the basis of whether or not you are able or willing to demonstrate your right to rent using the online checking service. To do so may result in them breaching the law. See the below section on discrimination for information on what steps you can take.

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

From the '[Prove your right to rent to a landlord](#)' page click 'Start Now'. On the next page there is a blue banner at the bottom which says 'need help using this service? Get help', if you click on the blue banner you will be able to seek assistance from our digital and technical support teams.

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

If you have a digital status under the EUSS, you can update your personal details on The [Update your UK Visas and Immigration account details](#) service which allows applicants to update their personal information via a simple online process.

If you have a BRP and the details showing on the online service are out of date, you can update your personal details on [Report a change in circumstances if you have a BRP or visa](#).

If you are in the UK on a temporary basis, you can use an expired passport to satisfy a right to rent check providing that the endorsement within your passport clearly shows that your leave in the UK expires on a future date.