

QUICK REFERENCE

Acceptable ID Documents for 'Right to Rent' compliance

From 1st December 2014 new UK legislation requires that we ensure tenants have a legal 'right to rent'. This means that you will be required to show, in person, documents proving your right to stay in the UK. You must provide either one document from Group 1 **or** two from Group 2.

We cannot process your application until we have received proof of your status. This applies to all adults aged 18 and over who will be living at the property as their main place of residence.

Group 1 – Any one of the following

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 EEA (European Economic Area) or Switzerland.
3. A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.
4. 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.
5. A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed 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.
6. 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.
7. A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that 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.
8. A certificate of registration or naturalisation as a British citizen.

Group 2 – Any two of the following

The documents referred to at 2, 3, 9 & 10 must be dated within the last three months.

All documents must contain the name of the prospective tenant.

1. A full birth or adoption certificate 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.
2. 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.
3. 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.
4. Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.
5. 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.
6. Letter from a UK further or higher education institution confirming the holder's acceptance on a course of studies.
7. A current full or provisional UK driving licence (a photocard without paper counterpart is acceptable).
8. A current UK firearm or shotgun certificate.
9. Disclosure and Barring Service certificate issued within the last 3 months.
10. 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.

Group 3 – Time specific residency

If you do not have any of the documents from either group 1 or group 2 because your right to reside in the UK has been issued for a specific time limit, you must provide one of the following documents. The document must be current.

1. 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.
2. 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.
3. A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.
4. 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.
5. In the event that you have an ongoing application with the Home Office, or your documents are with the Home Office, or you are claiming you have a permission right to rent, we will need to check this online with the 'landlords checking service'.

Please note we are required to make further checks again as follows:

- a) one year, beginning with the date on which the checks were last made, or
- b) before the expiry of the person's leave (immigration permission) to be in the UK, or (whichever is longer from a or b)
- c) on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit.

If you do not provide the required document(s) that your right to reside has been renewed, we are legally obliged to inform the Home Office.

You will find all of the above information on the Government website at
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370484/document_guidance_for_landlords.pdf