

COMPLETE

Right to Rent

A Tenant Guide



What you need to know

Why do you need to check my immigration status?

The Government is introducing new "Right to Rent" rules, which give all landlords a legal duty to check that every tenant has the right to live in the UK. To do that, we need to take copies of documents which prove your nationality, and that you have the right to rent a property here.

Why does this rule affect me?

The same checks apply equally to all adults residing in the property – including British citizens, nationals from the European Economic Area (EEA), and people from elsewhere in the world.

What is the information used for?

The information only helps us to confirm your legal status. We will not discriminate for or against you because of your nationality. We will not use information for marketing or other purposes.

Why do you take copies of the documents?

We are obliged by law to keep a copy of your documents for one year after your tenancy has ended.

British citizens and nationals from the European Economic Area (EEA)

If you are British, a citizen of the UK and Colonies with right of abode in the UK or a permanent resident of an EEA country or Switzerland, you automatically have the right to rent in the UK. We do still need to take copies of documents proving your nationality.

Countries in the EEA are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

Nationals from outside the EEA

As well as confirming your nationality, we need to check that you have the right to stay in the UK. If your permission has a time limit, we will need to check it again in future once that time limit has ended or after 12 months of tenancy term start date, whichever occurs later.

What happens if I cannot provide documents?

We are not permitted to rent to you if you do not have the necessary documents and will be fined if we do so.

Why do you need to see me?

We must verify identity documents in the presence of the holder of that document. So we need to see every adult resident of the property. However, if you are unable to present these documents in person you can send your original right to rent documentation to our office address, we can then verify them via video link.

What you need to provide

Passport

(which can be current or expired), showing you are a British citizen, a citizen of the UK and colonies with right of abode in the UK, or a national of the EEA or Switzerland – or that you are allowed to stay in the UK.

Certificate of Registration or naturalisation as a British Citizen

A current or permanent residence card showing you are allowed to stay in the UK because you are a family member of a national from the EEA or Switzerland, or have derivative right of residence card

Home Office documents

such as a biometric document or immigration status document with a photograph – with a valid endorsement showing you are allowed to stay in the UK.

Your birth or adoption certificate

as long as it was issued in the UK, Channel Islands, Isle of Man or Ireland, and includes the name of at least one of your parents

A current driving licence

This can be full or provisional

A signed letter confirming your name and address

That has been issued within the last three months by a UK government department or local authority, or a British passport holder (including their name, address and passport number) – or from your employer, confirming your status as an employee

Confirmation of current or previous service in the UK armed forces

such as your current identity card, HM Forces documentation or a letter from the Secretary of State

A letter from a UK further or higher education institution

confirming your acceptance on a course of study

A current UK firearm or shotgun licence

A disclosure and barring certificate
A letter from a UK police force

issued within the last three months with a crime reference number, confirming that your personal identity documents have been stolen

A letter from a UK prison service

confirming that you have been released from custody within the last three months or a letter from your probation officer confirming that you are subject to a control order

Benefits paperwork

from MHRC, a local authority or JobCentre Plus

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