

RIGHT TO RENT CHECK

A separate form must be completed for each prospective occupier (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).

Cherry Lets to attach copy of document to completed and signed form

PERSONAL DETAILS (as detailed on provided documents)	
Title: Mr / Mrs / Ms / Miss / Other	
First Name:	
Middle Names:	
Surname:	
Will the rental property be the prospective occupier's only or main home? YES / NO <i>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.</i>	
IDENTIFICATION DOCUMENTS:	
<p>Prospective occupiers are required to provide original documents showing their right to rent property in the UK and landlords will need to check current government guidance to establish which documents are compliant. 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).</p> <p>Where a document is provided showing that the prospective occupier is allowed to stay in the UK for a time limited period government guidance states that the landlord can accept such documents, but the landlord must carry out follow up checks. For further information and guidance visit www.gov.uk</p> <p>Please provide either one original document from Group 1 or two original documents from Group 2:</p> <p>Group 1</p> <ul style="list-style-type: none">• 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.• A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.• A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland.• A 'permanent' residence, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office, to a non-EEA national who is a family member of an EEA or Swiss national.• A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK.• A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave 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 issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK• A certificate of registration or naturalisation as a British citizen. <p>Group 2</p> <ul style="list-style-type: none">• A birth or adoption certificate issued in the UK, 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 current full or provisional photo card UK driving licence.	

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- A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check.
- A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.
- A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.
- 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.
- A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check.
- A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness.
- A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number.
- A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course.
- A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than three months.
- Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.
- Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.

Time limited right to remain in the UK

At the time of writing, if one of the following documents are provided showing the holder or named person is allowed to stay in the UK for a **time limited period** the government guidance states that the landlord can accept such documents but the landlord must carry out follow up checks after one year, beginning with the date on which the checks were last made, or before the expiry of the person's permission to be in the UK (whichever is longer) or on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit:

- A current 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 'residence permit' card 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.
- 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.
- 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.

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DOCUMENT(S) PROVIDED AND REF NO(S):

Follow up check required on

SIGNATURE:

Signed by Prospective Occupier:

Date:

Signed by Landlord/Agent:

Date:

TIME LIMITED RIGHT TO REMAIN IN UK:

Follow up check carried out on

DOCUMENT(S) PROVIDED AND REF NO(S):

SIGNATURE:

Signed by Prospective Occupier:

Date:

Signed by Landlord/Agent:

Date: