[					tot for A
				ord/Checkl	ist for Age
]	Tenant Name:			Date of	checks:
	Property:				eat checks evant):
LIST A – Acceptable	single documents w		A	e before comp o rent	-
if a prospective tenar	it can produce ONE	<u>doci</u>		<u> ≥n a continuo</u>	<u>us statutory</u>
List A (Group 1): Accep	table single docum	ents		pied	Matters to
A passport (current or ex British citizen, or a citizer the 'right of abode' in the	n of the UK and Color		P	ch contains: late lity, re, kpiry date, ic details aph ge containing holder has lement to nd remain in	- Pho - DC any has - Pas with - Do nar doc - Pas hol limi exp Agents car using an II that photo the IDVT o copy of the must be re
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ent

Date of checks:	< <insert date="">&gt;</insert>
Date of repeat checks (if relevant):	< <insert date="">&gt;</insert>

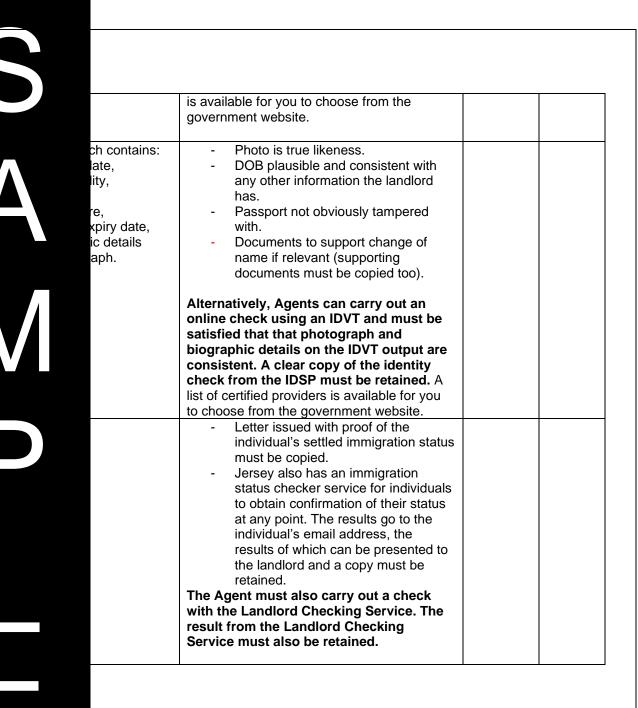
check.

vexcuse will be established

pied	Matters to check	Date of check	Copy taken
ch contains: ate lity,	<ul> <li>Photo is true likeness.</li> <li>DOB plausible and consistent with any other information the landlord</li> </ul>		
re, kpiry date,	<ul> <li>has.</li> <li>Passport not obviously tampered with.</li> </ul>		
ic details aph ge containing	<ul> <li>Documents to support change of name if relevant (supporting documents must be copied too).</li> </ul>		
holder has	<ul> <li>Passport should clearly explain the holder has leave to be in the UK for a limited time and show the date leave</li> </ul>		
nd remain in	expires.		
	Agents can carry out an online check using an IDVT and must be satisfied that that photograph and biographic details on the IDVT output are consistent. A clear copy of the identity check from the IDSP must be retained. A list of certified providers		

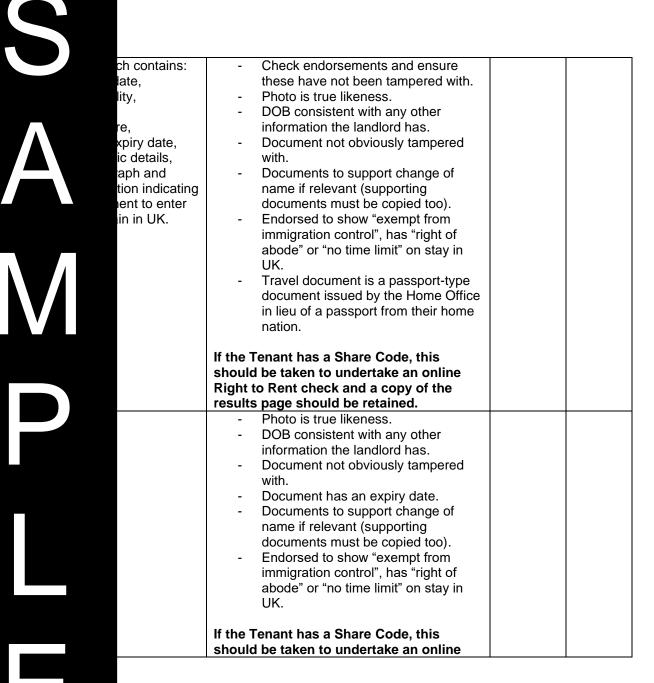
A passport or passport card (current or expired) she that the holder is a national of the Republic of Irelar

A document issued by the Bailiwick of Jersey, the E of Guernsey or the Isle of Man which has been veri valid by the Home Office Landlord Checking Servic showing that the holder has been granted unlimited enter or remain under *Appendix EU(J)* to the Jerse Immigration Rules, *Appendix EU to the Immigratior* (Bailiwick of Guernsey) Rules 2008 or Appendix EU Isle of Man Immigration Rules.



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

An immigration status document (current or expired containing a photograph issued by the Home Office holder, with an endorsement indicating that the pernamed in it is allowed to stay in the UK indefinitely no time limit on their stay in the UK.



A certificate of registration or naturalisation as a Br citizen.

# LIST A GROUP 2 - Acceptable document com If a prospective tenant can produce any TWO

## List A (Group 2): Acceptable documents

A birth certificate issued in the UK. This includes a certificate issued by a UK diplomatic mission (Britis High Commission).

An adoption certificate issued in the UK.

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	Right to Rent check and a copy of the results page should be retained.		
	<ul> <li>DOB consistent with any other information the landlord has.</li> <li>Document states country of birth.</li> <li>Document not obviously tampered with</li> <li>Document is dated.</li> <li>Documents to support change of name if relevant (supporting documents must be copied too).</li> </ul>		
copied	Matters to check	Date of check	Copy taken
	<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>DOB consistent with any other information the landlord has</li> </ul>		

copied	Matters to check	Date of check	Copy taken
	<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>DOB consistent with any other information the landlord has,</li> <li>Document not obviously tampered with and</li> <li>Documents to support change of name if relevant (supporting documents must be copied too).</li> <li>Provided at same time as another document from List A Group 2</li> <li>DOB consistent with any other information the landlord has.</li> </ul>		

	- Document not obviously tampered with.
	<ul> <li>Documents to support change of name if relevant (supporting documents must be copied too).</li> </ul>
a birth certificate issued in the Channel Islands, the Man or Ireland.	<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>DOB consistent with any other information the landlord has.</li> <li>Document not obviously tampered with.</li> <li>Documents to support change of name if relevant (supporting</li> </ul>
n adoption certificate issued in the Channel Island	- Provided at same time as     another document from List A     Group 2.     DOB consistent with any other     information the landlord has.     Document not obviously
	tampered with. Documents to support change of name if relevant (supporting documents must be copied too).
a) is issued by a government department or local a o longer than <b>three months</b> before the date on wi resented;	<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>Dated within 3 months of date of check.</li> </ul>
<ul> <li>b) is signed by a named official stating their name rofessional address;</li> <li>c) confirms the holder's name; and</li> <li>c) confirms that the holder has accessed services epartment or authority or is otherwise known to the</li> </ul>	<ul> <li>Signed by named official.</li> <li>Signature on the letter can be handwritten or printed.</li> <li>Document appears genuine and not obviously tampered with.</li> </ul>
epartment or authority.	<ul> <li>Documents to support change of name if relevant (supporting documents must be copied too).</li> </ul>

A letter which:

(a) is issued no longer than **three months** before the which it is presented;

(b) is signed by a British passport holder who is or l professional person or who is otherwise of good sta their community;

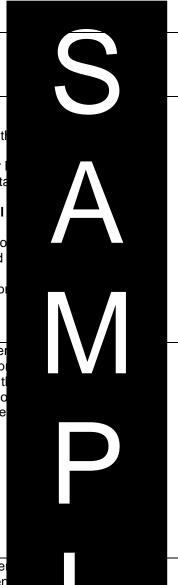
See Annex A for list of acceptable professional (c) confirms the holder's name;

(d) states how long the signatory has known the ho period being of at least three months' duration and capacity; and

(e) states the signatory's name, address, profession work and passport number.

A letter issued by a person who employs the holder than **three months** before the date on which it is pr which indicates the holder's name and confirming t as an employee and employee reference number o Insurance number and states the employer's name business address.

A letter issued by a police force in the UK no longe three months before the date on which it is presen confirming that the holder has been the victim of a which a document listed in List A (Group 1) belongi holder has been stolen and stating the crime refere number.



<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>Signed and dated within 3 months of date of check. Signature on the letter can be handwritten or printed.</li> <li>Confirms name and address of writer, passport number, profession and place of work and how long they have known the tenant and in what capacity (and it must be longer than three months).</li> <li>Document not obviously tampered with.</li> </ul>	
<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>Dated within 3 months of date of check.</li> <li>Signed by named employer and includes business address. Signature on the letter can be handwritten or printed.</li> <li>Document not obviously tampered with.</li> <li>Letter includes employee's number or national insurance number.</li> </ul>	
<ul> <li>Provided at same time as another document from List A Group 2.</li> <li>Dated within 3 months of date of check.</li> <li>Signed by named official.</li> <li>Contains force's logo.</li> <li>Document not obviously tampered with.</li> </ul>	

An identity card or document issued by one of Her forces or the Secretary of State confirming that the or has been a serving member in any of Her Majes

A letter issued by Her Majesty's Prison Service, the Prison Service or the Northern Ireland Prison Servic confirming that the holder has been released from t custody of that service no longer than **six months** date on which that letter is presented and confirmin name and date of birth.

A letter issued no longer than **three months** before on which it is presented by an officer of the Nationa Management Service in England and Wales, an off local authority in Scotland who is a responsible offic purposes of *the Criminal Procedure (Scotland) Act* officer of the Probation Board for Northern Ireland, the holder's name and date of birth and confirming holder is the subject of an order requiring supervisit officer.

A current licence to drive a motor vehicle granted u 3 of the Road Traffic Act 1988 (to include the photo licence in respect of licences issued on o<sup>r</sup> after 1st or Part 2 of the Road Traffic (Northern Ireland) Ord include the photocard licence).

	ed at same time as		
Group			
	noto is true likeness.		
	OB consistent with any		
	nformation the landlord		
has.			
- Docum	nent not obviously		
tampe	red with.		
	nents to support change of		
	if relevant (supporting		
	ents must be copied too).		
	ed at same time as		
	er document from List A		
Group			
	within 6 months of date of		
check.			
	nent not obviously red with.		
	nents to support change of		
	if relevant (support change of		
	ients must be copied too).		
	ed at same time as		
	er document from List A		
Group			
	within 3 months of date of		
check.			
- DOB c	consistent with any other		
informa	ation the landlord has.		
- Docum	nent not obviously		
tampe	red with.		
	nents to support change of		
	if relevant (supporting		
	ents must be copied too).		
	ed at same time as		
	er document from List A		
Group			
- Photo	is true likeness.		

A certificate issued no longer than **three months** b date on which it is presented, by the Disclosure and Service under Part V of the Police Act 1997, the So Ministers under Part 2 of the Protection of Vulnerat (Scotland) Act 2007 or the Secretary of State under the Police Act 1997, in relation to the holder.

A document, or a screen shot of an electronic docu issued no longer than **three months** before the dat it is presented, by Her Majesty's Revenue and Cus Department of Work and Pensions, the Northern Ire Department for Social Development or a local author confirming that the holder is in receipt of a benefit li section 115(1) or (2) of the Immigration and Asylun

A letter which:

(a) is issued no longer than three months before the which it is presented;

(b) is issued by a public authority, voluntary organis charity in the course of a scheme operated to assis individuals to secure accommodation in the private sector in order to prevent or resolve homelessness (c) confirms the holder's name; and

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-	DOB consistent with any other	
	information the landlord has.	
-	Document not obviously	
	tampered with.	
-	Documents to support change of	
	name if relevant (supporting	
	documents must be copied too).	
-	Provided at same time as	
	another document from List A	
	Group 2.	
-	Dated within 3 months of date of	
	check.	
-	Document not obviously	
	tampered with.	
-	Documents to support change of	
	name if relevant (supporting	
	documents must be copied too).	
	Provided at same time as	
-	another document from List A	
	Group 2.	
	Dated within 3 months of date of	
-	check.	
	Document not obviously	
-	tampered with.	
	Documents to support change of	
-	name if relevant (support change of	
	documents must be copied too).	
	Provided at same time as	
-	another document from List A	
	Group 2.	
_	Letter confirms holder's name	
-	and the address of prospective	
	tenancy. Dated within 3 months of date of	
-	check.	
-	Signed by a representative of a	
	public authority, voluntary	
	organisation or charity. Signature	I

(d) states the address of a prospective tenancy which the authority, organisation or charity is assisting the holder to obtain.

### A letter which:

(a) is issued by a further or higher education institution in the United Kingdom;

(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 Documents – Documents which show a time-limite If a prospective tenant can produce ONE document from t

A follow up check will be required within the eligibility period w the period of the tenants permission to be in the UK expires, o the right to enter or remain in the UK for such period as the do

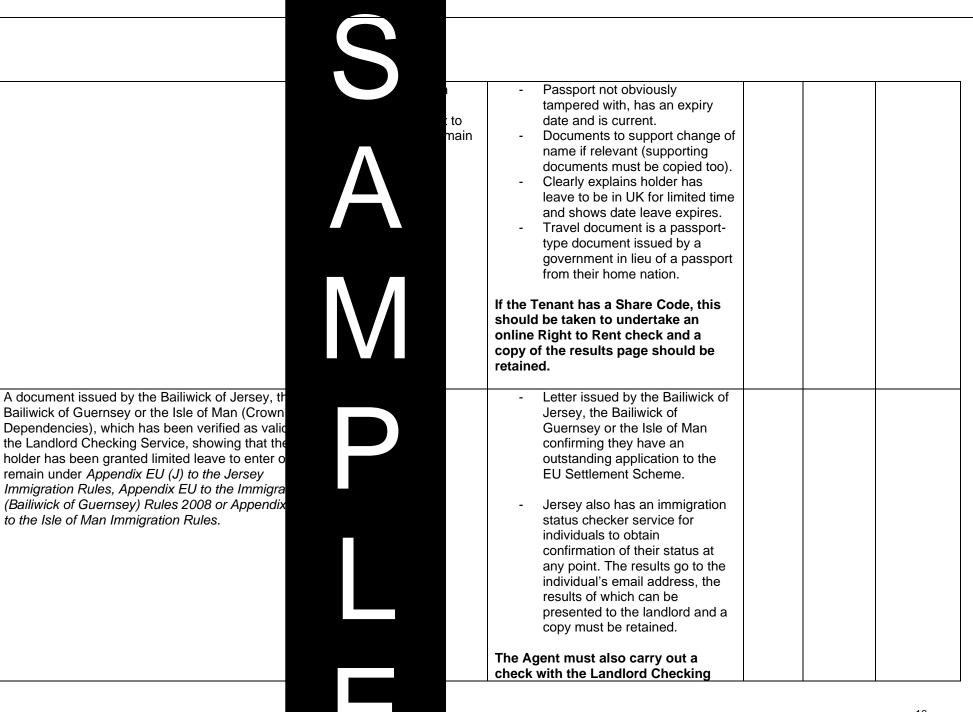
List B: Time-limited documents	Page
A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.	Ever cont

	on the letter can be handwritten	
	or printed.	
-	Document not obviously	
	tampered with.	
-	Provided at same time as	
	another document from List A	
	Group 2.	
-	Dated within 3 months of date of	
	check.	
-	Includes name and duration of	
	course and name of institution.	
-	Document not obviously	
	tampered with.	

## it statutory excuse will be established.

ginning with the date on which the checks were last made, or until ity period of the immigration document which grants to the holder

ers to check	Date of check	Copy taken	Date for repeat check
Check endorsements and check these have not obviously been tampered with. Check date the visa is valid to, not the expiry date of their current visit. Photo is true likeness. DOB consistent with any other information the landlord has.			



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Bailiwick of Guernsey, or the Isle of Man, showing the tensor of the Isle of Man, showing the tensor of the Isle of Man application for limit tensor of the Isle of Man application for limit tensor of the Isle of Man and the Isle of Man confirming the tenant has an outstanding application to the Immigration (Bailiwick of Guernsey) Rules 2008 Appendix EU to the Isle of Man Immigration Rul to gether with a Positive Right to Rent Notice iss		Service. A copy of a Positive Right to Rent Notice issued by the Landlord Checking Service must also be retained.	
<ul> <li>Home Office to the holder, with a valid endorser indicating that the holder has been granted limit leave to enter, or remain in, the UK.</li> <li>DOB consistent with any other information the landlord has.</li> <li>Document includes Home Office logo.</li> <li>Document not obviously tampered with.</li> <li>Clearly explains holder has limited leave expires.</li> <li>If the Tenant has a Share Code, this</li> </ul>	A document issued by the Bailiwick of Jersey or Bailiwick of Guernsey, or the Isle of Man, showin that the holder has made an application for limit leave to enter or remain <i>under Appendix EU</i> to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 Appendix EU to the Isle of Man Immigration Rul together with a Positive Right to Rent Notice iss by the Landlord Checking Service.	<ul> <li>Jersey or the Bailiwick of Guernsey or the Isle of Man confirming the tenant has an outstanding application to the EU Settlement Scheme must be copied.</li> <li>If the individual provides results from Jersey's online tracker (which provides its response via email), a copy of this must be retained.</li> <li>The Agent should carry out a check with the Landlord Checking Service and a copy of a Positive Right to Rent Notice issued by the Landlord Checking Service must also be</li> </ul>	
	Home Office to the holder, with a valid endorser indicating that the holder has been granted limite	<ul> <li>DOB consistent with any other information the landlord has.</li> <li>Document includes Home Office logo.</li> <li>Document not obviously tampered with.</li> <li>Clearly explains holder has limited leave and date leave</li> </ul>	

A document issued by the Home Office, confirm an application for leave to enter or remain, unde Appendix EU to the immigration rules (known as EU Settlement Scheme or EUSS), made on or t 30 June 2021 together with a Positive Right to F notice issued by the Home Office Landlord Cheo Service.

A CoA (digital or non-digital) issued by the Hom Office showing that the holder has made an application for leave to enter or remain under *Appendix EU to the immigration rules* (known as EU Settlement Scheme), on or after 1 July 2021 together with a Positive Right to Rent Notice from Home Office Landlord Checking Service.

A passport of a national of an EEA country, Aus Canada, Japan, New Zealand, Singapore, Sout Korea or the USA who is a visitor to the UK, tog with evidence of travel to the UK that provides

	online Right to Rent check and a		Γ
	copy of the results page should be retained.		
	Individuals who have an outstanding online application will receive a Certificate of Application (CoA).		
	If a digital CoA is received, the prospective tenant should also have a share code to verify their right to rent via the online service. A copy of the profile page must be retained when using the online service.		
	If not, the Agent must verify the non- digital CoA (letter or email) using the Landlord Checking Service.		
	The CoA must be copied and retained along with a Positive Right to Rent Notice issued from the Landlord Checking Service.		
	A digital CoA can be accessed via the online service using the prospective tenant's share code. A copy of the profile page must be retained when using the online service. The Agent must retain a copy of the non-digital CoA.		
	The non-digital CoA must be retained together with a Positive Right to Rent Notice from the Landlord Checking Service.		
, ,	<ul> <li>Photo is a true likeness</li> <li>DOB consistent with any other information the landlord has,</li> <li>Passport not obviously tampered with,</li> </ul>		

documentary evidence of the date of arrival in th in the preceding six months.

 $\mathbf{N}$ 

I confirm the right to rent checks have been comp

Agent Name:	< <insert name="">&gt;</insert>
Signature:	< <insert signature="">&gt;</insert>
Date:	

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y I,	<ul> <li>Any documents to support change of name if relevant (supporting documents must be copied too) clearly explains the holder has leave to be in the UK for a limited time and shows the date the leave expires,</li> </ul>
to nain e	<ul> <li>Acceptable evidence of entry will be required, this can include an original or electronic copy of a boarding pass/booking confirmation/e-ticket establishing a date of arrival in the UK in the last 6 months. Follow up checks will be required.</li> </ul>
	If the Tenant has a Share Code, this should be taken to undertake an online Right to Rent check and a copy of the results page should be retained.
	If the Tenant cannot provide any of the above, they will be required to provide a positive right to rent notice from the Landlord Checking Service

#### Annex A - List of acceptable professional perso

- accountant
- airline pilot
- articled clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- civil servant (permanent)
- commissioner of oaths
- councilor, e.g. local or county
- dentist
- director/manager/personnel officer of a VAT-regis
- engineer with professional qualifications
- financial services intermediary, for example a stoc
- fire service official
- funeral director
- general practitioner
- insurance agent (full time) of a recognised compa
- journalist
- justice of the Peace
- · legal secretary fellow or associate member of the
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional bod
- member of Parliament
- merchant Navy officer
- minister of a recognised religion
- nurse RGN or RMN
- officer of the armed services
- optician
- paralegal certified paralegal, qualified paralegal
- person with honours, for example an OBE or MBE
- pharmacist
- photographer professional
- police officer
- post Office official

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ies and PAs

e Institute of Paralegals

- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent qualified
- valuer or auctioneers fellow and associate mem

