

Annex B: List of acceptable documents for manual right to rent checks (from 1 July 2021)

Lists of acceptable documents for a manual right to rent check

List A – acceptable documents to establish a continuous statutory excuse

If a prospective tenant can produce either **one** document from group 1 or **two** documents from group 2 then they will not require a follow-up check.

List A Group 1 – If a prospective tenant can produce one document from this group then a continuous statutory excuse will be established

- 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 passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of a citizen of an EEA or Swiss citizen, 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.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Landlord Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current permanent residence card issued by the Home Office to the family member of an EEA or Swiss citizen.
- 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.

- A current passport or other travel document 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.
- A current immigration status document 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.
- 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

- A birth certificate issued in the UK
- An adoption certificate issued in the UK
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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).
- 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.
- 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.
- A letter which:
 - (a) is issued no longer than three months before the date on which it is presented

- (b) is 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.
- A letter which:
 - (a) is 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 within the timescales outlined in [Eligibility Periods](#).

- A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.
- A current biometric immigration document 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).
- A current document issued by the Home Office to a family member of a citizen of an EEA state or Switzerland, and which indicates that the holder is permitted to stay in the UK for a time-limited period.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Landlord Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Landlord Checking Service, showing that the holder has made an application for limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021.

- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current residence card or a derivative residence card issued by the Home Office to a non-EEA citizen who is either a family member of an EEA or Swiss citizen or has a derivative right of residence, which indicates that the holder is permitted to stay in the UK for a time-limited period.
- 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.
- A document issued by the Home Office, confirming an application for leave to enter or remain, under the EU Settlement Scheme (Appendix EU to the immigration rules), made on or before 30 June 2021 together with a positive right to rent notice issued by the Home Office Landlord Checking Service.

Annex C

Biometric Residence Permits

Migrants overseas, who are granted permission to enter the UK for more than six months are issued with a vignette (sticker) in their passport enabling them to travel to the UK. Following their arrival, they will have either ten days or until their vignette expires (whichever is later) to collect their BRP from the Post Office branch detailed in their decision letter.

Migrants are encouraged to collect their BRP before they enter into a tenancy agreement. However, if they are due to enter into a tenancy agreement prior to collecting their BRP, they will be able to evidence their right to rent by producing the short validity vignette in their passport which they used to travel to the UK. This will provide you with a statutory excuse for 12 months. However, once the person has received their BRP you may wish to conduct a further check which will provide you with a statutory excuse for the duration of their leave. A follow-up check is required shortly before their leave expires.

Windrush generation

The Government has put in place additional safeguards to ensure that individuals who have lived lawfully in the UK since before the end of 1988 are not denied access to housing in the private rented sector.

In some circumstances, individuals from the Windrush generation may not be able to provide documentation from the [acceptable document lists](#) to demonstrate their entitlement to rent. The Windrush Scheme is available for those who came to the UK before the end of 1988, who are lawfully settled here, to obtain the necessary documentation to evidence their lawful status.

If you encounter someone in this situation, you should contact the [Landlord Checking Service](#) (LCS) to conduct a right to rent check. The LCS will notify the Windrush Help Team, who will contact the person to confirm their circumstances and arrange for their status to be resolved. Working with the Windrush Help Team, the LCS will be able to confirm a person's right to rent.

The information provided by the LCS will clearly set out whether a repeat check will be required, and if so, when.

The [Windrush Help Team](#) can offer support and guidance to individuals on the Windrush Scheme and advise them how to apply. It can also help vulnerable people or those who need additional support. If a prospective tenant or tenant has been affected, they can contact the Windrush Help Team via the above link or by calling 0800 678 1925.

Students

If you are letting accommodation to students in the private rented sector, you are required to conduct right to rent checks in the prescribed manner on all prospective tenants, including British citizens, before the tenancy begins.

The below sections set out a number of different scenarios you may come across when renting to students.

First time students from overseas

If the student is from overseas and will be studying in the UK for the first time, they will have been issued with an endorsement in their passport to enable them to travel to the UK. Following their arrival, they will have either 10 days or until the vignette expires (whichever is later) to collect their Biometric Residence Permit (BRP) from the Post Office branch detailed in their decision letter.

If they enter into a tenancy agreement with you prior to collecting their BRP, they will be able to evidence their right to rent by producing the short validity vignette in their passport which they used to travel to the UK. The vignette must be valid at the time of the check. This will provide you with a time-limited statutory excuse for 12 months.

It may be good practice to encourage a further right to rent check once the student has picked up their BRP, as this will provide you with a time-limited statutory excuse for the duration of their leave. The student will be able to choose whether they evidence their right to rent by providing you with their BRP or by using the [Home Office online service](#).

Returning students from overseas

If the student is from overseas and is returning for their second or third year, they should already be in possession of their BRP. If they choose to evidence their right to rent using the Home Office online service, the check can be conducted via live video link before they return to the UK. The check must be conducted no earlier than 28 days before the start of the tenancy agreement.

Right to Rent checks when the student is overseas

In some cases, it may not be possible to check the documents of a student before drawing up a tenancy agreement, for example if the student lives overseas or is out of the country before the new term begins.

In this situation you are permitted to check a person's right to rent before they take up occupation of the property, rather than before the start of the tenancy agreement. The tenancy can be agreed in principle before the student arrives in the UK. The right to rent check can then be conducted at a later date in the presence of the prospective tenant, before the student moves in. The checks can even be conducted on the day that they move in.