



Easy
Read



Home Office

Right to rent checks

A guide for landlords and letting agents



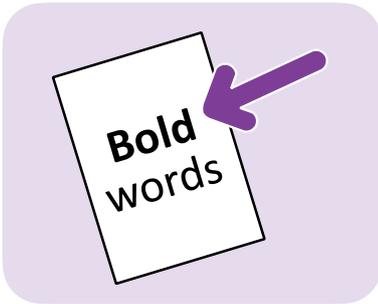
Easy Read



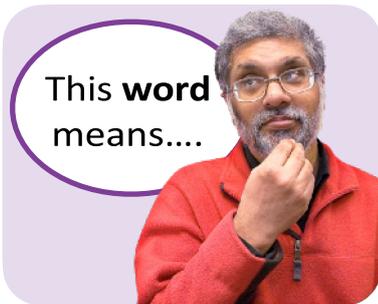
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. You may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker.



These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

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About this guide



The law says that only people who have a right to live in the UK are allowed to rent a home here.

This is called a **right to rent**.



This guide explains how **landlords** and **letting agents** can check that the person they are renting to is allowed to rent a home in the UK.

This is called a **right to rent check**.



A **landlord** is a person or company that owns a home and rents it to someone to live in, called a **tenant**.



A **letting agent** is a person or company that manages homes for landlords.



A **tenant** pays money to the landlord or letting agent, to live in the landlord's home.

This guide will tell you:



- More about right to rent checks and who is responsible for doing them.



- How right to rent checks should be done.



- What could happen if right to rent checks are not done, or they get done in the wrong way.

Who is allowed to rent a home in the UK?

People who have a right to rent in the UK are in 2 main groups:



1. People who are allowed to live in the UK for an **unlimited time**. This means they can stay for as long as they want.



2. People who are allowed to live in the UK for a **limited time**. This means they can only stay up until a certain date.

People who are allowed to live in the UK for an unlimited time



People who have an unlimited right to rent include people who have a British or Irish passport.

People also have an unlimited right to rent if they have been given permission by the Government to live in the UK for as long as they want.

People who are allowed to live in the UK for a limited time

People with a limited right to rent include:



- People who are only allowed to stay in the UK for a certain amount of time.



- People who are waiting to hear from the Home Office to find out if they can have permission to live in the UK.

People who are not

allowed to live in the UK

People who do not have a right to rent in

the UK are those who: ● Do not have permission to be in the UK.



● Are not waiting to hear from the Home Office to find out if they can have permission to live in the UK.



The Home Office may decide to allow someone to rent who does not have the right to rent.



A landlord can check with the Home Office if the person asking to rent says they have permission.

Children



Landlords and letting agents do not need to check if children under 18 years old have a right to rent.



Landlords and letting agents should make sure that any children they do not check are under 18 years old.

Being fair to everyone



Landlords and letting agents must check people's right to rent in a fair way.



Landlords and letting agents should not treat anyone differently because of who they are or their background.



Landlords and letting agents should check all of the people who want to rent from them in the same way.



Landlords and letting agents who treat people unfairly because of who they are could be breaking the law.



There are guidelines on how to be fair to everyone on our website here:
www.gov.uk/government/publications/right-to-rent-landlordscode-of-practice

This code of practice is not in Easy Read.



Landlords and letting agents can get advice on how to treat everyone fairly by calling the Equality Advisory Support Service on 0808 800 0082.

Who is in charge of checking



Landlords are in charge of checking that the people who want to rent from them have the right to rent.



If the landlord uses a letting agent to manage their home, the letting agent is in charge of checking people have a right to rent.



There needs to be a written agreement about this between the landlord and the letting agent.

Tenants who sublet a room



Sublet is when someone who is renting a home, then rents out a room in their home to someone else.

If someone is subletting a room in their home, they must check the person they are subletting to has a right to rent.



Sometimes, the landlord or letting agent may agree to do the right to rent check on the person who is subletting a room from the main tenant.



If this happens, the main tenant must have a written copy of the agreement from the landlord or letting agent.

Homeowners who rent out a room in their home



Homeowners must check that anyone they rent a room to has a right to rent.

Buying a home that already has tenants living in it

If a landlord buys a home that already has tenants living in it, they must:



- Make sure that the tenants have been checked to see if they have the right to rent.



- Keep a record that shows that the check was done and the date it happened.



Landlords and letting agents should check which date the tenants moved in.



If the landlord selling the home cannot prove that a check was done, the new landlord or letting agent should do a new check.



If the landlord or letting agent finds out that a tenant no longer has the right to rent, they should report it to the Home Office on our website:

[www.eforms.homeoffice.gov.uk/
outreach/lcs-reporting.ofml](http://www.eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml)

If they do not report it, they could get a fine or go to court.

What might happen if checks are not done

If the person in charge of checking does not do the right to rent, or does it in the wrong way, they might have to:



- Pay a fine.



- Go to court.



- Go to prison in serious cases.

How to avoid getting a fine or going to court

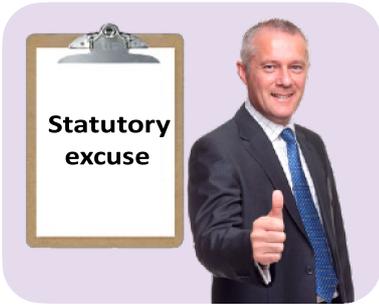
Avoiding a fine



Sometimes, a landlord or letting agent might rent to someone who does not have the right to rent, but it is not their fault.



If the landlord has taken the right steps to do a right to rent check, they can avoid a fine.



This is called having a statutory excuse.

Landlords must do a right to rent check in one of these 3 ways before they let a tenant rent their home:



1. By getting documents from the tenant that show they are allowed to rent a home in the UK.



2. By using a company that can check the tenant's ID online and show they are allowed to rent a home in the UK.

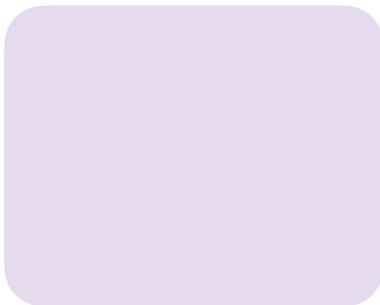
This is only for tenants with a British or Irish passport.



3. By using the Home Office online checking service.

This is only for tenants with a non-British or Irish passport.

Time limits for checking someone's right to rent



Right to rent checks must be done within a certain amount of time.



For someone who is allowed to live in the UK for as long as they want, a right to rent check can be done any time before the rent agreement is made.



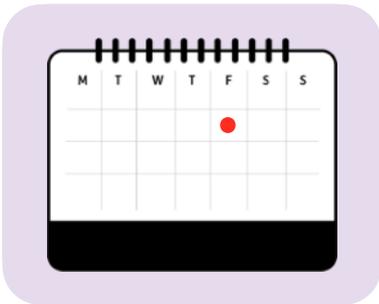
For someone who is only allowed to live in the UK until a certain date, a right to rent check must be done 28 days before the rent agreement is made.

Avoiding court

Landlords and letting agents can avoid going to court if they can show they have:



- Checked the tenant's right to rent before allowing them to rent their home.



- Checked again at the right time if the tenant is only allowed to rent in the UK until a certain date.



- Made a report to the Home Office if the tenant does not have the right to rent when they check again.

When should a right to rent check be done?



The law says only people who have a right to rent should be allowed to make a rent agreement and pay money to live in a landlord's home.



This law only applies to rent agreements made after 1 December 2014 in:



- Birmingham



- Wolverhampton

This law also only applies to rent agreements made after 1 December 2014 in:



- Dudley



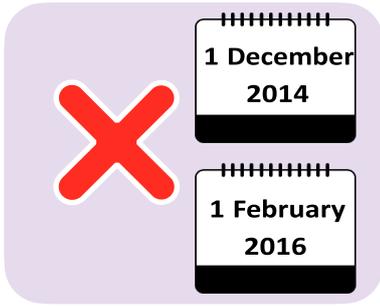
- Sandwell



- Walsall



For the rest of England, this law only applies to rent agreements made after 1 February 2016.



Landlords and letting agents do not need to do right to rent checks on anyone who made a rent agreement before these dates.



If rent agreements made before these dates are renewed with the same people, then no check is needed.

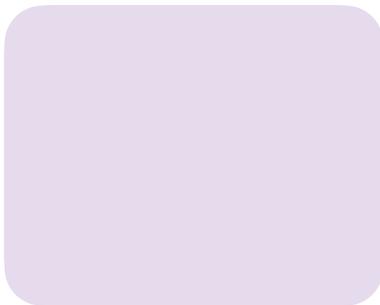
Rent agreements



Landlords, letting agents and tenants do not have to have a written rent agreement, but we advise that they should.



Even if there is no written agreement, a right to rent check should be done.



All adults who want to live in a landlord's home must be checked.



Landlords and letting agents could get a fine or go to court if we find out that they knew someone was living in their home and did not check them.

We advise landlords and letting agents to keep a record of:

- The full name and date of birth of all adults who will live in their homes.



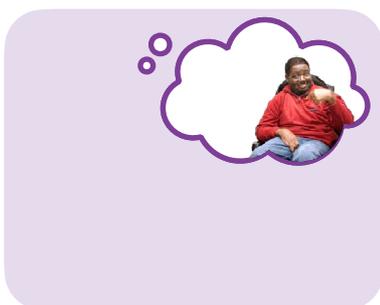
- The name and date of birth of all children under 18 who will live in their homes.



- Whether each adult has a right to rent.



Right to rent checks need to be done when a person moves into a place which will be their main or only home.



We advise landlords and letting agents to assume that people moving in will be using the place as their main or only home.

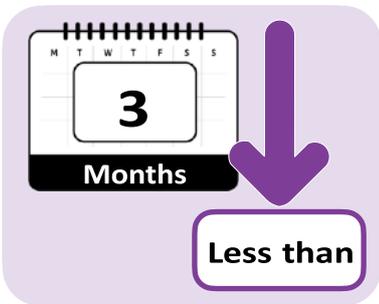
Holiday homes



If a landlord or letting agent is renting out a holiday home, they will need to think about how the tenant will use the home to decide if a check is needed.

A right to rent check would not be

needed if the holiday home is: ● Being rented for a short time (less than 3 months).



● Being used for holiday activities.



● Left empty at the end of the short time of rent.

We would advise the landlord or letting agent to do a right to rent check if:



- The tenant does not say when they are going to leave the holiday home.



- The tenant lives there for longer than they said they would.



- The tenant booked for a short time and then asks to rent for longer.

House guests



House guests, like friends or family members, would not usually need to have a right to rent check.

This is because they are not using the place as their main or only home.

When a right to rent check is not needed



Some types of homes for rent are not included in the right to rent checks.

These are:



- Rental agreements organised for someone by the local council.



- Housing that is owned by the council or a housing association this is known as social housing.



- Care homes, hospitals or other places of care.

Some other types of homes for rent are not included in the right to rent check are:



- Hostels or **refuges** that are run by organisations or charities that mostly get their money from the Government or the council.

Refuges are places where people stay when they are in danger.



- **Mobile homes** where the owner of the mobile home lives there.

Mobile homes are small homes that could be moved around, like a caravan.



The owner of the mobile home must have an agreement with the owner of the land it is on that says the mobile home can be there.



- Homes that are owned by an employer or organisation that someone does not pay rent to live in.

Some other types of homes for rent are not included in the right to rent check are:



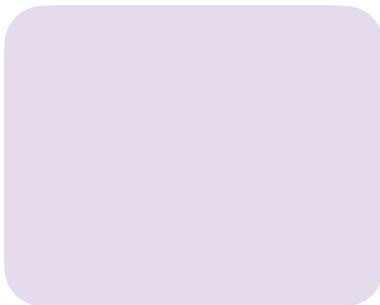
- Student halls of residence - where university students live together.



- Homes where the rent agreement cannot be ended for 7 years or more.

How to check someone's right to rent

Landlords must do a right to rent check in one of these 3 ways before they let a tenant rent their home:



1. By getting documents from the tenant that show they are allowed to rent a home in the UK.



2. By using a company that can check the tenant's ID online and show they are allowed to rent a home in the UK.

This is only for tenants with a British or Irish passport.



3. By using the Home Office online checking service.

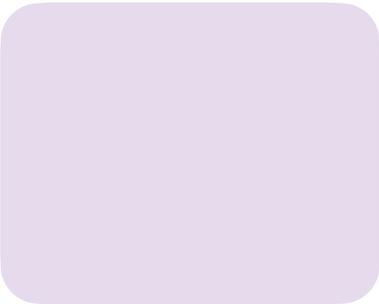
This is only for tenants with a non-British or Irish passport.

Getting documents from the tenant



The landlord or letting agent can do a right to rent check by getting some documents from the tenant, that show they are allowed to live in the UK.

There are 3 steps that the landlord or letting agent needs to take:



Step 1

Get the original, official documents from the tenant.



Step 2

Check the documents while the tenant is there in person or on a video call.



The landlord or letting agent must have the documents in their hands when they check them. They cannot check them on a video call.

The landlord or letting agent needs to check that the documents:



- Are the real official documents.



- Have not been changed by someone who should not have changed them.



- Belong to the person who will be renting.



- All have the same photograph and date of birth.



The landlord needs to check that the documents:

- Have photographs that look like the person.



- Are not out of date.



If the person's name has changed on their documents, they must show why their name has changed.



For example, if the person changed their name because they got married, they should show their marriage certificate.



The landlord needs to make sure that the documents are real and official as best as they can.



We have some advice about spotting fake documents on our website:
www.gov.uk/government/publications/recognising-fraudulentidentity-documents

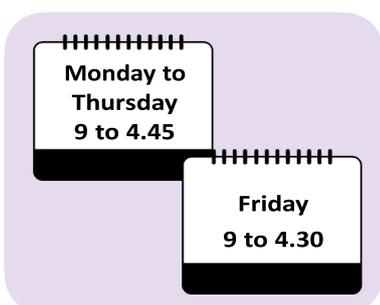
The advice is not in Easy Read.



If someone gives a fake document, it should be reported to us on this website:
www.gov.uk/report-immigration-crime



Or the landlord can call the landlord helpline on 0300 790 6268.



Lines are open Monday to Thursday, 9.00am to 4.45pm and Friday 9.00am to 4.30pm.

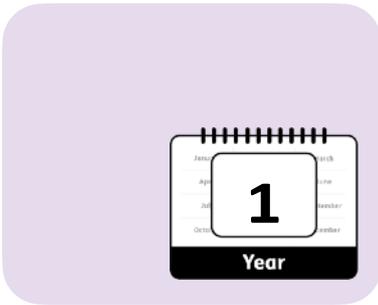
Step 3



Make a copy of the documents. This can be done by taking a photograph or a photocopy. The copies must be kept safely.



The landlord must write down the date that the check happened and keep it safe.



The copies should be kept for at least 1 year after the tenant moves out. Then they must be deleted safely.



If the landlord or letting agent is copying a passport, they must make sure they copy the pages with the tenant's personal details, like their name and photograph.



For all other documents, the landlord should make a copy of the front and back of the document.



Keeping the copies and the dates safe will prove that the landlord did the check.

Digital right to rent checks

There are 2 ways for landlords and letting agents to do a right to rent digitally, on a computer:



1. By using a company that can check the tenant's ID online and show they are allowed to rent a home in the UK.

This is only for tenants with a British or Irish passport.



2. By using the Home Office online checking service.

This is only for tenants with a non-British or Irish passport.

Using a company to check the tenant's ID



People with a British or Irish passport can be checked by an Identity Service Provider (IDSP) - this is a company that checks a person's ID online for landlords and letting agents.



Landlords and letting agents can see a list of companies that do this on our website:

www.gov.uk/government/publications/digital-identitycertification-for-right-to-work-rightto-rent-and-criminal-record-checks



Landlords and letting agents will need to check that the photograph and details on the online check match with the person.



Landlords and letting agents will need to keep a copy of the online check for: ● The whole time that the tenant is renting.



- 1 year after they move out.

Landlords and letting agents must not be unfair to anyone who:



- Does not want to use an Identity Service Provider (IDSP).



- Does not have a passport.

Using the Home Office online checking service



Landlords and letting agents can check the tenant's right to rent using the Home Office online checking service: www.gov.uk/view-right-to-rent



The tenant will need to have a code that they can share with the landlord or letting agent.



If they do not have a code, the landlord or letting agent cannot use the service.



People who have an **eVisa** can only be checked using the Home Office online checking service.



An **eVisa** is an online document that shows someone can live in the UK.



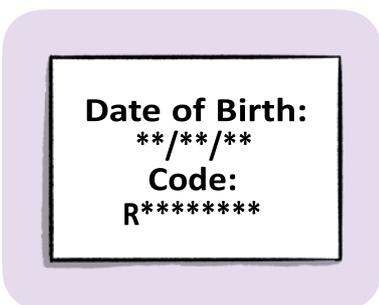
The tenant will need to log in to the online service and ask for a 9-digit share code.



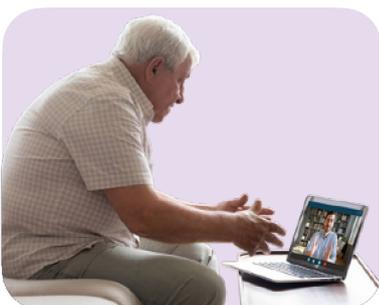
The code will work for 90 days.



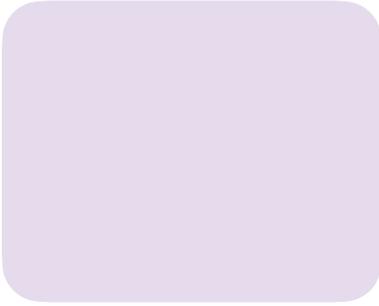
Landlords and letting agents will only be able to use codes that begin with the letter R, which stands for right to rent.



The landlord or letting agent will need to go to the online checking service and type in the code and the tenant's date of birth.



These checks can be done on a video call. The landlord or letting agent does not need to check the tenant's documents in person.



The landlord will need to check that the photograph on the screen matches what the person looks like.



If it is clear that the person in the photograph on the screen is not the tenant, the landlord or letting agent cannot rent to them.



If the landlord does rent to them, they could be taken to court.

This is what the screen will look like when the landlord or letting agent is doing a right to rent check using the Home Office online checking service:



GOV.UK View a tenant's right to rent

BETA This is a new service - your [feedback](#) will help us to improve it. [Need help using this service? Get help](#)

Right to rent



Joe Bloggs
They have the right to rent until 22 November 2023.

[Rotate](#)

If you rent to this person
To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this check (either electronically or in hard copy), for the duration of the tenancy and for one year after
- do this check again when their permission to be in the UK expires on 22 November 2023, or one year after the last check. The deadline is the latest of these dates

Read the [landlords' code of practice](#) to find out more about right to rent checks.

Details of check		
Name of landlord or company	Date of check	Reference number
Acme Ltd	4 February 2019	WE-UASHBUX-01

[Download PDF](#)

[Finish and leave service](#)

When to use the Landlord Checking Service



Sometimes a landlord or letting agent will need to contact the Home Office's Landlord Checking Service.

This might be when:



- Someone gives the landlord or letting agent a letter saying they have applied for **Settled Status**.



Settled status means that a person has been given permission to stay in the UK for as long as they want.



It is usually given to people from other EU countries, who have already lived in the UK for over 5 years.

The landlord or letting agent will also need to contact the Landlord Checking Service if:



- The landlord or letting agent has checked a certificate using the Home Office online checking service, and it says to check it is correct with the Landlord Checking Service.



- The landlord or letting agent thinks the tenant has not given them the correct documents and cannot do a digital right to rent check.



- Someone says they have applied to stay in the UK longer than their documents say they can stay.

The landlord or letting agent will also need to contact the Landlord Checking Service if:



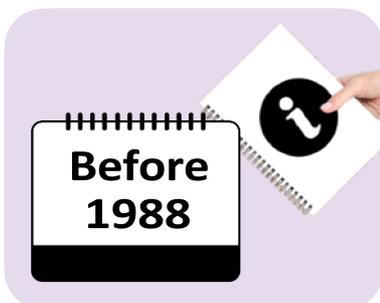
- Someone is an **asylum seeker** or has **appealed** their asylum claim.



An **asylum seeker** is someone who leaves their own country because it is dangerous and asks to live in a new country.



Appealed means they have asked for the decision about their asylum claim to be checked again.



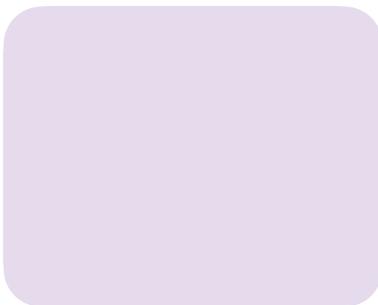
- The landlord has not been given any correct documents but the person has information showing they have lived in the UK since before 1988.

Contact details



The Landlord Checking Service is on the Home Office website:

[www.eforms.homeoffice.gov.uk/
outreach/lcs-application.ofm](http://www.eforms.homeoffice.gov.uk/outreach/lcs-application.ofm)



Landlords and letting agents can also ask for a check using the Landlord Helpline on 0300 790 6268.



The Landlord Checking Service can take up to 2 days to tell the landlord or letting agent whether the tenant has a right to rent.

Biometric Residence Permits



A **Biometric Residence Permit** or **Card** is an official document that someone from another country can use to show they have a right to stay in the UK.



Biometric Residence Permits and Cards cannot be used to do a right to rent check.



Instead, the person with the permit or card must use it to log in to the Home Office online checking service and ask for a 9-digit share code.



The landlord or letting agent can then use the code to do a right to rent check through the online checking service.



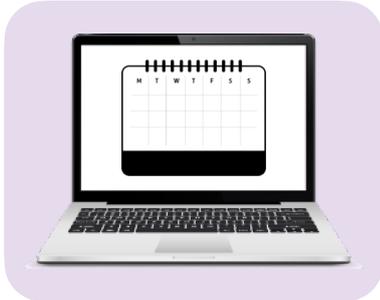
Some of the cards say they run out on 31 December 2024.



But this does not mean the person can only stay in the UK until 31 December 2024.



It is because the UK is getting rid of the cards at the end of 2024, so the cards do go out of date then.



The Home Office online checking service will say what date the person can stay in the UK up until.



If someone does not have a card yet, they must show their passport which will say what date they can stay in the UK up until.

Visitors from an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA



People coming from these countries for more than 6 months will have an eVisa that can be checked using the Home Office online checking service.



People coming for less than 6 months will need their passport and proof of how they got to the UK.



Proof of how they got to the UK could be a boarding pass (or a copy of it) for a plane, train or boat.

Proof of how the tenant got to the UK could also be:



- A ticket (or a copy of it) for a plane, train or boat.



- A booking confirmation email for a plane, train or boat.



- Any other document that shows how they got to the UK.



The landlord or letting agent will need to see the proof, and the tenant's passport, in person.



Sometimes, the tenant will have a stamp in their passport that says how long they are allowed to stay in the UK.



Tenants with a stamp in their passport will not need to give proof of how they arrived in the UK.



The landlord or letting agent must keep a copy of:

- All the tenant's documents.



- The date the check happened.



The landlord or letting agent must keep this information safe for at least a year after the tenant moves out.



If the tenant stays for more than 12 months, the landlord will need to check their right to rent again.

Windrush generation



The **Windrush generation** is a group of people who came to the UK from the Caribbean between 1948 and 1973.



They have a right to rent but might not have any documents to show it.



Landlords and letting agents can contact the Landlord Checking Service to check if someone from the Windrush generation has a right to rent.



The tenant or landlord can get support

from the Windrush Help Team: ●

Website:

www.windrush.campaign.gov.uk

- Telephone: 0800 678 1925

Students



Landlords and letting agents of private homes need to do a right to rent check on students.

First time students from other countries



Students from other countries will get a stamp in their passport that says they can stay in the UK for 12 months, from the date they arrive.



The student can show this stamp to a landlord or letting agent as proof of their right to rent for up to 12 months.



Students will also have 10 days to collect a Biometric Residence Permit when they arrive in the UK.



The student can use the permit to get a share code which the landlord can use to do a right to rent check through the Home Office online checking service.

Doing a right to rent check before the student arrives in the UK



If a student arranges to rent a home from a landlord or letting agent before they arrive in the UK, they must do one of the following before they move in, or on the first day they move in:



- Show their passport with a stamp that says they can stay in the UK for 12 months, from the date they arrive.



- Use their Biometric Residence Permit to get a share code that the landlord can use to do a right to rent check through the online checking service.



If the student has documents that can be used for a right to rent check before they arrive in the UK, they can share them with the landlord or letting agent on a video call, and the landlord can use the online checking service during the video call.



For students who are allowed to live in the UK up until a certain date, the right to rent check must be done no less than 28 days before they move in.

Rent agreements with more than one student



If more than one student is going to be renting the landlord's home, a right to rent check must be done for each student.



If any new student moves in at a later date, a right to rent check must be done on them in the same way.

Changes to student rent agreements



If any of the students stop studying and gets a job, the rent agreement must be changed to say the tenants are a mix of students and workers.



If this happens, another right to rent check must be done on all of the people renting the landlord's home.

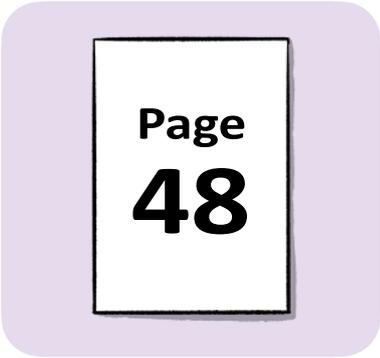
Visitors who are studying in the UK



If someone is visiting from another country to study a short-term course for up to 6 months, landlords can do a right to rent check using the person's passport.



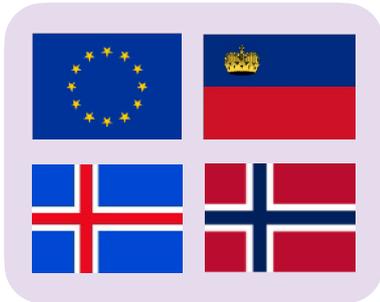
The passport should have a stamp that says what date the person can stay in the UK up until.



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48

For visitors from an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA, landlords should follow the information on page 48.

Right to rent for people from EEA countries



EEA countries are all of the countries in the European Union and also Iceland, Liechtenstein and Norway.



Most people from EEA countries can be checked through the Home Office online checking service.



Since 1 July 2021

People from EEA countries need to show their right to rent from 1 July 2021.



If a tenant from an EEA country started renting before that time, they do not need to be checked.

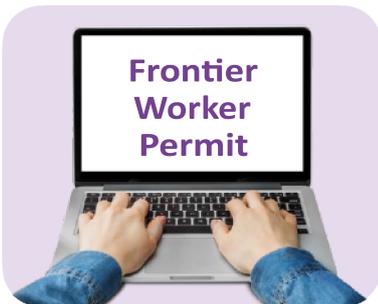
Irish citizens



People with an Irish passport can use their passport or passport card to show they have a right to rent.



They also need to show one of the documents from List A, Group 2 which is on page 94.



Irish citizens can also apply for a 'Frontier Worker Permit'. We will tell you more about these in the next section.

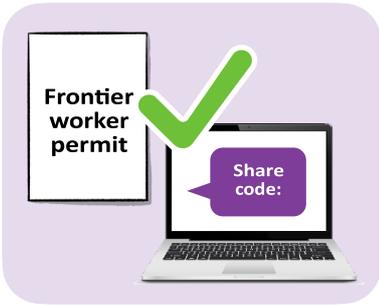
Frontier workers



Frontier workers are people from EEA countries or Switzerland who live outside the UK but sometimes work in the UK.



Frontier workers have a right to come and work in the UK and have a frontier worker permit.



Frontier workers with a permit can get a share code to give to the landlord to do a right to rent check using the Home Office online checking service.



Or, the frontier worker can use other documents that show the landlord they are a frontier worker.



To do a right to rent check using the frontier worker's documents, the landlord must check that the documents are correct through the Landlord Checking Service.



Landlords and letting agents can read guidance about renting to frontier workers on our website: www.gov.uk/government/publications/frontier-worker-permitscheme-caseworker-guidance

This guidance is not in Easy Read.

If a frontier worker has stopped working for a period of time

Some frontier workers may have to stop working for a period time, for reasons

like: ● Illness or an accident.



● Looking for new work because they were made unemployed.



● Being pregnant or having a new baby.



● Doing training linked to their job.

Proof

They can still be treated as a frontier worker if they show proof of why they stopped working.

Service Provider from Switzerland (SPS)



A **Service Provider from Switzerland (SPS)** is someone from any country who works for a company in Switzerland.



They have an SPS visa that lets them work in the UK.



Landlords and letting agents need to check a person's SPS visa to see if they have a right to rent.



The visa will be in their passport or on a document if they are from Switzerland.



A person with an SPS visa can stay in the UK for up to 90 days in a year. This does not have to be all at the same time.



There is more information about SPS visas on our website:

[www.assets.publishing.service.gov.uk/government/uploads/system/uploads/](http://www.assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939296/serviceproviders-from-switzerlandv1.0ext.pdf)

[attachment_data/file/939296/serviceproviders-from-switzerlandv1.0ext.pdf](http://www.assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939296/serviceproviders-from-switzerlandv1.0ext.pdf)

This information is not in Easy Read.

People who have applied for the EU

Settlement Scheme (EUSS)



The **EU Settlement Scheme (EUSS)** is a way for people from European Union (EU) countries to live in the UK.



In 2021, the UK left the EU. This was called 'Brexit'.



Since Brexit, people from other EU countries who live in the UK have had to apply to stay living here.

Certificate of

Application



People who have applied for the EUSS should have a Certificate of Application.

This can be used to show the landlord that they have a right to live in the UK.

Online certificate



Most people will have an online Certificate of Application.



These can be used to get a share code that the landlord can use to do a right to rent check through the Home Office online checking service.

Paper certificate



If the tenant has a certificate in an email or letter, instead of online, the landlord needs to make a copy of the email or letter.



Paper certificates need to be checked through the Landlord Checking Service.

Settled and pre-settled status



If someone has been given EU **settled status** or **pre-settled status** in Guernsey, Jersey or the Isle of Man, they have it in the UK too.



Settled status means that a person has been given permission to stay in the UK for as long as they want.



It is usually given to people from other EU countries, who have already lived in the UK for over 5 years.



Pre-settled status means that a person has been given permission to stay in the UK for a longer period of time. Usually up to 5 years.



People who have online confirmation of their status, or to show they have applied, can get a share code that the landlord can use to do a right to rent check through the Home Office online checking service.



People who have a paper copy of confirmation instead of online, will need the landlord to check their documents through the Landlord Checking Service.

People from EEA countries who are

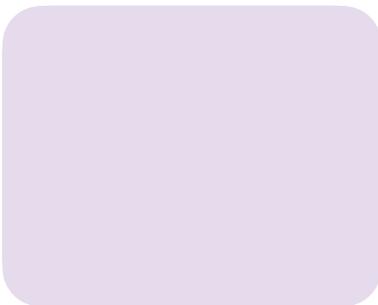
allowed to live in the UK with no time limit



Some people from EEA countries have **Indefinite Leave to Enter or Remain** this means there is no time limit on them living in the UK.



They are allowed to come in and out of the UK when they want.



Landlords and letting agents can check this on the tenant's passport.



Some people may have a Biometric Residence Permit or Card which can be used to get a share code that the landlord can use to do a right to rent check through the Home Office online checking service.

People from EEA countries who do not have permission to live in the UK



A landlord might find out that a tenant from an EEA country does not have permission to live in the UK.



The tenant might say they missed the time to apply for the EU Settlement Scheme.



The landlord should report this to the Home Office on our website:

www.eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml



The landlord should ask the tenant to apply for the right permission to live in the UK.



People who apply for this will have the right to rent while we make a decision about their application.

Family members



Family members from EEA countries can show a right to rent with an **EU Settlement Scheme (EUSS) family permit**.



An **EUSS family permit** is for family members of someone from an EEA country to come to the UK for up to 6 months.



Family members who are not from EEA countries will need to apply for the EUSS family permit.



They can give the landlord a share code that can be used to do the right to rent check through the Home Office online checking service.

People from Ukraine



Because of the war in Ukraine, it is not safe for some people to stay there.



The Home Office has started schemes to allow people from Ukraine to apply to come to the UK for up to 3 years.



Ukrainians with close family members who are British, were able to apply for a stamp in their passport that says they can stay in the UK.



The passports can then be used to do a right to rent check.



Other Ukrainians, with a Ukrainian passport, have been able to apply to travel here and then collect a Biometric Residence Permit that shows they are allowed to stay in the UK.



Ukrainians without a passport have to provide a photograph and fingerprints and get an official document in Ukraine before they can travel here and collect a Biometric Residence Permit.



Biometric Residence Permits can be used to log in to the Home Office online checking service to get a share code.



Landlords can use the code to do a right to rent check through the online checking service.

When to check documents again



For people who are only allowed to live in the UK up until a certain date, landlords and letting agents may need to check the tenant's documents again in the future.

This might be:



- 12 months from the date of the first right to rent check.



- Before the tenant's permission to be in the UK runs out.



- Before the documents that show the tenant has a right to rent go out of date.



Landlords and letting agents should do the right to rent check in the same way as they did the first time.



If the landlord finds out that the tenant no longer has a right to rent, they must report it to the Home Office on our website:

<https://eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml>



Landlords and letting agents should keep a copy of any documents the tenant has shown them and keep them for at least 1 year after the tenant moves out.



When the landlord makes a report on the website, they will get a reference number. Landlords and letting agents should keep this safe.

Renting to someone who does not have a right to rent

If we find out that a landlord or letting agent is renting to someone who does not have a right to rent, they might have to:

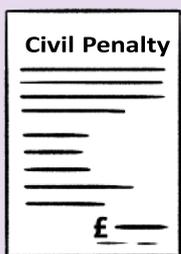


£3000

- Pay a fine of up to £3000 per tenant that does not have a right to rent.



- Go to prison for up to 5 years, in very serious cases.



Civil penalty

The fine for not doing a right to rent check, or for doing it in the wrong way, is called a 'civil penalty'.



The amount of the fine will be decided under the rules set out in this document on the government website, called a Code of Practice:

www.gov.uk/government/publications/right-to-rent-landlordscode-of-practice

The Code of Practice document is not in Easy Read.



Fines can be avoided if the landlord or letting agent can show that they did a right to rent check in the correct way.

If a landlord knows the tenant does not have a right to rent



The law says that landlords and letting agents must only rent to tenants that they believe have a right to rent.



If we find that a tenant does not have a right to rent, we will ask the landlord or letting agent how they did the tenant's right to rent check.

How and when a fine will be issued



If the landlord or letting agent cannot show that they did the check, they will be given a **Referral Notice** by the Home Office.



A **Referral Notice** tells the landlord or letting agent that the Home Office is looking at their case and whether they could get a fine or go to court.

The landlord or letting agent will then be sent an **Information Request** - this is where the landlord or letting agent can give us any information that shows:



- They followed the law.



- They were not in charge of doing the right to rent checks.

When the Home Office has looked into the landlord or letting agent's case, we will

decide to either: ● Make the landlord or letting agent pay a fine or go to court, because we think they have done something wrong.



- Do nothing, because we do not think the landlord or letting agent has done anything wrong.

Paying a fine



If we ask the landlord or letting agent to pay a fine, they will receive a **Civil Penalty Notice**.

A **Civil Penalty Notice** is a document that will tell the landlord or letting agent:



- How much they have to pay.



- The date they must pay it by.



- The different options for how to pay.



The full payment of the fine will be due 28 days after the Civil Penalty Notice is received.

Fast payment



The amount of the fine will be reduced by 30% if the landlord or letting agent pays it within 21 days.



But this is only if it is the landlord or letting agent's first fine.



If they have had a fine before, in the last 3 years, they will have to pay the full amount.

Paying by instalments



Landlords and letting agents can arrange to pay the fine in smaller amounts, once a month, over a longer time.

This is called 'paying by instalments'.



We may agree to let someone pay by instalments for up to 24 months, or 36 months if there is a very good reason.



A request to pay by instalments must be made within 28 days of receiving the Civil Penalty Notice.

Landlords and letting agents can contact us

to arrange to pay by instalments by: ● Email: [order-to-](mailto:order-to-cash@homeoffice.gov.uk)

cash@homeoffice.gov.uk



● Telephone: 0345 0100 122 ●

Post:



Order to Cash Team
Home Office Share Service Centre
HO Box 5003
Newport
Gwent
NP20 9BB

Objecting to a fine



If the landlord or letting agent thinks they should not get a fine, they can object.

Landlords and letting agents may object for one of these reasons:



- They are not the person who should pay because they were not in charge of the right to rent check.

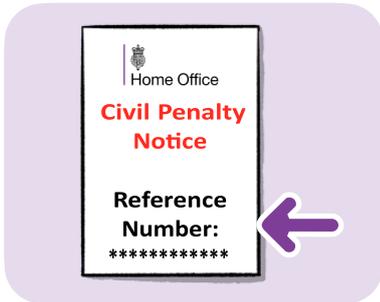


- They made the checks and made any reports to the Home Office.



- The amount of the fine is too high.

When the landlord or letting agent objects, they will need to write to us and tell us:



- The reference number of the Civil Penalty Notice.



- Their name and contact address.



- The name and address of the tenant who did not have a right to rent.



- The reasons why they are objecting.

Within 28 days, we will look into why the landlord or letting agent objects and

decide whether to: ● Tell the landlord or letting agent they must still pay the fine.



- Cancel the fine.



- Reduce the amount of the fine.

Appealing against a fine

I want to appeal

Appealing is when the landlord or letting agent does not agree with a decision and asks for it to be changed.



The landlord or letting agent can appeal a Civil Penalty Notice by going to a County Court - this is a court that deals with non-criminal cases.



The landlord or letting agent must use this form to appeal:

<https://www.gov.uk/government/publications/form-n161-appellantsnotice-all-appeals-except-smallclaims-track-appeals-and-appeals-to-the-family-division-of-the-high-court>

The landlord or letting agent may have to pay the court costs of the Home Office if their appeal is not successful.

When to stop someone from renting



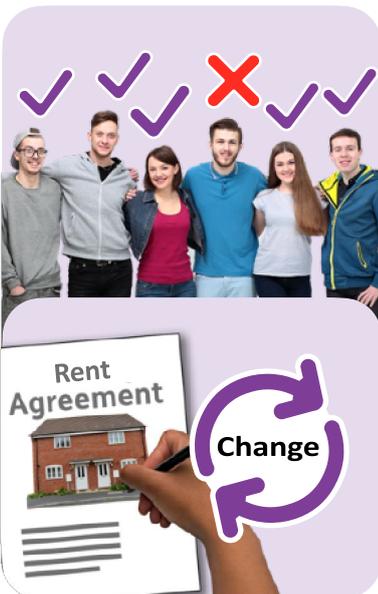
If a landlord or letting agent knows a tenant does not have a right to rent, they should report it on the Home Office website:

<https://eforms.homeoffice.gov.uk/outreach/lcs-reporting.ofml>



As long as the tenant has been reported to the Home Office, the landlord or letting agent does not have to get the tenant out of their home.

But there are 4 options to get the tenant out and end the rent agreement if the landlord wants to:



1. If one tenant who does not have a right to rent lives in a home with other tenants that do have a right to rent - the landlord can ask the tenant who does not have a right to rent to leave.

Then the landlord or letting agent can change the rent agreement to include just the tenants who have a right to rent.



2. The landlord or letting agent and the tenant who does not have a right to rent can agree to end the rent agreement.



3. The landlord or letting agent can ask for a Notice of Letting to a Disqualified Person (NLDP) - this is a process that leads to making the tenant leave the home.



This process will be different depending on whether all or some of the tenants do not have a right to rent.



4. Take other steps to make the tenant leave the home - this can depend on the type of rent agreement that is in place. To find out more about how to end a rent agreement with a tenant who does not have a right to rent, go to our website: www.ending-atenancy.homeoffice.gov.uk/what

Support to do a right to rent check

Landlords and letting agents



Landlords and letting agents can call the Landlord Helpline on 0300 790 6268.



This line is open Monday to Thursday, 9.00am to 4.45pm and Fridays 9.00am to 4.30pm.



If a landlord or letting agent would like training on how to do a right to rent check, they can email: IE-CAS@homeoffice.gov.uk

Tenants



Tenants can get support with how to show they have a right to rent on our website: www.gov.uk/government/publications/view-and-provelandlordr-immigration-status-evisa



Or, they can phone 0300 790 6268 and choose option 3.



Phone lines are open Monday to Friday, 8.00am to 8.00pm and Saturday and Sunday 9.30am to 4.30pm.

Documents that can be used to do a right to rent check

There are 2 lists of documents that can be used to do a right to rent check:



1. **List A** - documents in this list can be used to show someone has an **unlimited right to rent**.



Remember, an **unlimited right to rent** means they are allowed to live in the UK for as long as they want.



2. **List B** - documents in this list can be used to show someone has a **limited right to rent**.



Remember, a **limited right to rent** means they are allowed to live in the UK up until a certain date.

List A



Documents in this list can be used to show someone has an unlimited right to rent.

List A Group 1



A tenant only needs to show 1 of the documents in this list to prove they have a right to rent.



1. A British passport (this can be out of date).



2. An Irish passport or passport card (this can be out of date).



3. A document from the Bailiwick of Jersey, Bailiwick of Guernsey or the Isle of Man that has been checked to be correct by the Landlord Checking Service.



The document must show that the tenant can live in the UK for an unlimited time.

4. A passport or other travel document that says the tenant can live in the UK for an unlimited amount of time (this can be out of date).



5. An **immigration status** document with a photo that says the tenant can live in the UK for an unlimited amount of time.



An **immigrant** is a person who has come from another country to live in the UK.



Immigration status is the person's right to be in the UK. It is given by the Home Office.



6. A certificate that shows the person is a British citizen.



List A Group 2

A tenant needs to show 2 of the documents in this list to prove they have a right to rent.



1. A birth certificate from the UK.



2. An **adoption** certificate from the UK.

Adoption is when a baby or child is brought into a new family.



3. A birth certificate from the Channel Islands, the Isle of Man or Ireland.



4. An adoption certificate from the Channel Islands, the Isle of Man or Ireland.



5. A letter that:

- Was sent no more than 3 months ago from a government department or local council.



- Is signed by an official person and has their name and profession written on it.



- Confirms the tenant's name.



- Confirms the tenant has used services from the government department or local council.

6. A letter that:



- Was sent no more than 3 months ago.



- Is signed by someone with a British passport who is a professional person or trusted in their local area.



The professional person must have one of the professions in the list on page 107.



- Confirms the tenant's name.



- Says how the person signing the letter knows the tenant.



- Says how long the person signing the letter has known the tenant. This must be at least 3 months.



The letter must also include the name, address, profession, place of work and passport number of the person signing the letter.

7. A letter from the tenant's place of work confirming their job there, saying:



- The tenant's employee reference number or National Insurance number.



- The name and address of the place of work.



8. A letter from the police in the UK no more than 3 months ago confirming that the tenant's documents were stolen.

Crime reference
number:
xxxxxx

The police letter must also include the crime reference number.



9. An identity card or document from one of the UK forces saying that the tenant has served in the UK forces, like the army or navy.

10. A letter from the prison service saying:



- The tenant left prison no more than 6 months ago.

Name
Date of
birth

- The tenant's name and date of birth.

11. A letter from the tenant's probation officer confirming:



- The tenant's name and date of birth.



- The tenant is being supported by that officer.



12. A UK driving licence that is still in date.

13. A **DBS check** certificate that is no more than 3 months old.



A **DBS check** is when your criminal record is checked.



14. A document or image of an online document showing that the tenant is getting benefits.



15. A letter sent no more than 3 months ago from a local council, organisation or charity that is helping the tenant to find a home because they are homeless.

The letter should confirm:



- The tenant's name.



- The address of the home the tenant will rent.



16. A letter from a further or higher education institution, like a college or university.

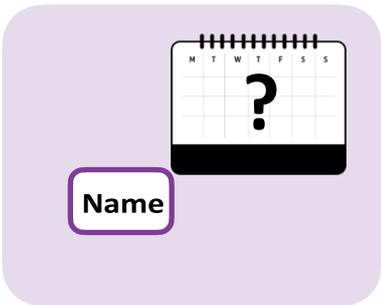
The letter should confirm:



- The tenant has a place on a course.



- The name of the place of study.



- The name of the course and how long it will last.

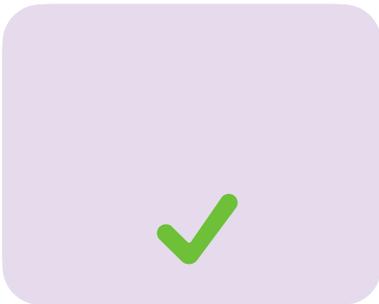


List B

Documents in this list can be used to show someone has a limited right to rent.



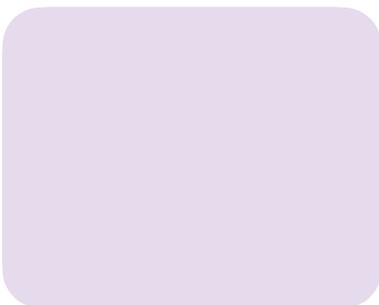
That means they are allowed to live in the UK up until a certain date.



A tenant only needs to show 1 of the documents in this list to prove they have a right to rent.



1. A passport or travel document that shows the tenant is allowed to stay in the UK for a limited time. The passport must be in date.



2. A document from the Home Office that shows the tenant is allowed to live in the UK.



3. A document from the Bailiwick of Jersey, Bailiwick of Guernsey or the Isle of Man that has been checked to be correct by the Landlord Checking Service.



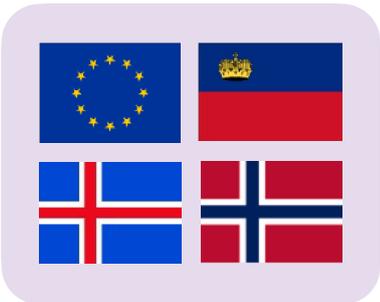
The document must show that the tenant can live in the UK for a limited time.



4. A document from the Bailiwick of Jersey, Bailiwick of Guernsey or the Isle of Man that has been checked to be correct by the Landlord Checking Service.



The document must show that the tenant has applied to live in the UK for a limited time.



5. A document from the Home Office saying the tenant has applied for the **UK EU Settlement Scheme**.

The **UK EU Settlement Scheme** is a way for people from European Union (EU) countries to live in the UK.

People who are waiting for their application to go through, have a right the rent while they wait.

6. A passport from an **EEA** country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA that shows the tenant came to the UK in the last 6 months.

EEA stands for **European Economic Area**.

The EEA is all of the countries in the European Union (EU) and also Iceland, Liechtenstein and Norway.

List of professions



If a tenant is using a letter signed by a professional person with a British passport, as part of their proof of a right to rent, the professional person must have one of these professions:

- Accountant
- Airline pilot
- Assurance agent of recognised company
- Bank or building society official
- Barrister
- Articled clerk, Chair, Director, manager or personnel officer of a limited company
- Chiropodist
- Civil servant - long-term job

- Commissioner of oaths

The professional person must have one of these professions:



- Councillor from a local or county council
- Dentist
- Director, manager or personnel officer of a VAT-registered company ●
- Engineer - with professional qualifications
- Financial services, for example a stockbroker or insurance broker
- Fire service official
- Funeral director
- General Practitioner (GP)

The professional person must have one of these professions:

-
- Insurance agent of a recognised company - full time
- Journalist
- Justice of the Peace
Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs
- Pub landlord
- Local government officer
- Member, associate or fellow of a professional body
- Member of Parliament (MP)



The professional person must have one of these professions:

-
- Merchant Navy officer
- Minister of a recognised religion
- Officer of the armed services
- Optician
- Paralegal - certified paralegal, qualified paralegal or associated member of the Institute of Paralegals
Person with honours, like an OBE or MBE
- Pharmacist
- Police officer
- Post Office official



The professional person must have one of these professions:

-
- President or secretary of a recognised organisation
- Professional photographer
- Registered nurse
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor

The professional person must have one of these professions:

-
- Teacher or lecturer
- Trade union



officer

Travel

agent - qualified

- Valuer or auctioneer - fellows and associate members of the incorporated society
- Warrant Officers and Chief Petty Office

The professional person must have one of these professions:



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