



Home Office

Templates – Landlord's guide to right to rent checks

Version 1

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Template letters for occupiers

These templates are optional examples only. They are intended to help organisations and individuals provide the information required under List A, Group 2 of the Landlord's guide to right to rent checks. Alternative letters may be used, provided they contain the required information.

For information on acceptable documents and right to rent checks, see the [Landlord's guide to right to rent checks](#)

Template 1 - Private rented Sector

< Business address of organisation>

<Address line 1>

<Address line 2>

<Town/City>

<County>

<Postcode>

<Prospective occupier name>

<Date>

<Current address line 1>

<Address line 2>

<Town/City>

<County>

<Postcode>

Dear <Lead occupier name>

Prospective tenancy of <prospective address in full>

We have worked with you in order to arrange your tenancy of the above property. In most cases, upon letting a property in the private rented sector, a landlord should carry out right to rent checks on each adult living at that property. These are simple document checks, and this letter can be used towards satisfying such a check when used in combination with another acceptable document.

[In your case, you intend to use <insert name of document> along with this letter in order to satisfy the right to rent check. We believe that this should be acceptable under the code of practice for the Scheme, however, it is the landlord or agent who must carry out the check.]

A simple, interactive guide around which documents are accepted in Right to Rent checks is available on GOV.UK, here:

<https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>

<name of representative of PRS access scheme and position within organisation with signature above>

Template 2 – Confirmation of Employment

< Business address of employer>
<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Prospective occupier name>
<Current address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Date>

Dear <Prospective occupier name>

My name is <insert name of official> and I hold the position of<insert job title> at
<insert name of organisation>.

This letter is to confirm that you are employed by <insert name of organisation>,
and that your staff reference number is <insert national insurance /staff number>.

<name of author, with signature above>

Template 3 – Confirmation of Education

<To be printed on headed letter from educational institution,
providing name and address details>

<Prospective occupier name>

<Date>

<Current address line 1>

<Address line 2>

<Town/City>

<County>

<Postcode>

Dear <Prospective occupier name>

Confirmation of enrolment on course of studies.

This letter is to confirm that you are enrolled on a course of <insert name of course>, beginning on <insert date> and due to end on <insert end date>.

<name of representative of institution, with job title and signature above>

<Postcode>

Template 4 – Confirmation of British Passport

<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Name of British Passport Holder>
<Address line 1>
<Address line 2>
<Town/City>
<County>
<Postcode>

<Date>

Dear <Prospective occupier name>

Confirmation of British passport holder knowing <insert name of prospective occupier>.

My name is <insert name of British passport holder> and I am a British passport Holder. My passport number is <insert British passport number>. I can confirm that I live at the address given at the top of this letter.

I can confirm that I have known you as <insert capacity> for <insert length of time>.

<name of British passport holder, with signature above>