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## Lettings – ‘Right to Rent’ Checks – Applicant Guidance

From 1st February 2016 we are required by law (Immigration Act 2014) to conduct Right to Rent checks on applicants who will be signing a new tenancy with us.

If you accept a property with Hanover then you, and anyone who would be living in the property with you as their main and principle home, **must provide** one or several documents from the list outlined below at your sign up appointment. If you do not/are unable to provide these we are required to do further checks with the Home Office and may not be able to house you.

### List A

Acceptable documents for Right to Rent checks. If you have any of these documents when signing a new tenancy agreement there will be no need for us to repeat the check.

#### Group 1 – Acceptable single documents

- A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
- A passport or national identity card (current or expired) showing that the holder is a national of the EEA (European Economic Area) or Switzerland
- A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Economic Area country or Switzerland
- A permanent residence, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national
- A biometric residence permit card (current or expired) issued by the Home Office to the holder indicating that the person named has indefinite leave in the UK, or has no time limit on their stay in the UK
- A passport or other travel document (current or expired) endorsed to show that the holder is either exempt from immigration control, 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 issued by the Home Office to the holder with a valid endorsement indicating that the holder is either exempt from immigration control, has indefinite leave in the UK, has the right of abode in the UK or has no time limit on their stay in the UK
- A certificate of registration or naturalisation as a British citizen

#### Group 2 – Acceptable document combinations

Any two of the following documents when produced in any combination. All documents in List A, Group 2, must be dated to show they were issued within the specified date shown, e.g.: within the last three months. The document must contain the name of the prospective tenant.

- A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents
- A current full or provisional photo card driving licence
- A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check
- A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority
- A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a Local Authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer
- Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces
- A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector to prevent or resolve homelessness
- A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number
- A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course
- A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex A (User Guide –issued by the Home Office). The letter should confirm the holder's name and confirm that the acceptable professional person has known the holder for longer than 3 months
- Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions, or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check
- Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check

## List B

Acceptable documents that establish a time-limited period to remain. Hanover will need to conduct further checks at a later point.

All documents in List B must be valid (not expired) at the time of the Right to Rent check. You may have to check again as follows:

- A. one year, beginning with the date on which the checks were last made, or
- B. before the expiry of the person's leave (immigration permission) to be in the UK, or (whichever is longer from A or B)
- C. on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit).

Documents where a time-limited period to remain is established:

- A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period
- A current biometric residence permit card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period.  
NB: ensure that both sides are copied
- A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence
- A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period
- In the case that the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they claim to have permission for right to rent, an email from the Landlords Checking Service providing a "yes" response to a right to rent request. This will only be sent to the landlord by the Landlords Checking Service

## European and Economic Area (EEA) countries are:

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

## What we will do with your information

At sign up our Hanover Representative will;

- Check the your documents and the documents for anyone who will be living in the property with you as their main and principle home
- Photocopy or scan your documents and record the date this was done
- Return your original documents to you
- Send the photocopy or scan of your documents to our Lettings Team who will retain them along with your signed tenancy agreement for the duration of your tenancy.
- When your tenancy ends your documents will be archived and will be destroyed in line with our document retention protocol.

If you have any questions, please contact the Estate Manager or a member of the Lettings team on 01480 226587.