

# Right To Rent A Tenant's Guide



From 1 February 2016 the government is introducing the "Right to Rent" scheme, which gives all landlords a legal duty to check that every tenant has the right to live in the UK. In order to do this, Proctors lettings team or your landlord will require copies of documents which prove your nationality, and that you have the right to rent a property.

## WHO DOES THIS RULE AFFECT?

The same checks apply equally to all adults residing in the property - including British citizens, nationals from the European Economic Area (EEA), and people from elsewhere in the world.

## WHAT ARE THE DOCUMENTS USED FOR?

The documents help us to confirm your legal status. We will submit your documents for visual and data checks to confirm they are genuine, but rest assured your documents will not be used for other purposes. Under the law we are obliged to keep a copy of them for one year after your tenancy has ended.

## WHAT IF I CANNOT PROVIDE THE DOCUMENTS?

We will not be able to allow you to rent a property without proving your nationality. We can face a penalty if we do.

## WHY DO YOU NEED TO SEE ME?

We need to see you, the holder of the documents, in order for us to verify your identity, and that of every adult resident in the property.



## British citizens and nationals from the European Economic Area (EEA)

If you are British, a citizen of the UK and Colonies with the right of abode in the UK, or a permanent resident of an EEA country or Switzerland, you automatically have the right to rent in the UK. We will still need to take copies of your documents proving your nationality.

Countries in the EEA include: 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 UK.

## Nationals from outside the EEA

In addition to confirming your nationality, we will need to check you have the right to stay in the UK. If you have a time limit we will need to make further checks in the future once that time period has ceased, or after 12 months.



Offices: Anerley | Beckenham | Bromley | Orpington | Park Langley | Petts Wood | Shirley | West Wickham/Bromley South



George Proctor & Partners trading as Proctors

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## WHICH DOCUMENTS CAN WE ACCEPT?

### We are happy to accept any one of the following...

Your passport	(which can be current or expired), showing you are a British citizen, a citizen of the UK and colonies with right of abode in the UK, or a national of the EEA or Switzerland – or that you are allowed to stay in the UK.
A certificate of registration or naturalisation	as a British citizen.
Your national identity card	showing you are a national of the EEA or Switzerland.
A registration certificate	or document showing you are a permanent resident of a country in the EU or EEA, or Switzerland.
A current or permanent residence card	showing you are allowed to stay in the UK because you are a family member of a national from the EEA or Switzerland, or have derivative right of residence.
Home Office documents	such as a biometric document or immigration status document with a photograph – with a valid endorsement showing you are allowed to stay in the UK.

### Alternatively, you can show us any two from the following list...

Your full birth or adoption certificate	as long as it was issued in the UK, Channel Islands, Isle of Man or Ireland, and includes the name of at least one of your parents or adoptive parents.
Evidence of your previous or current service in any of HM's UK armed forces	identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State.
A current driving licence	This can be full or provisional.
A letter from a UK government department or Local Authority	signed by a named official (giving their name and professional address), confirming your name and that you have previously been known to the department or local authority.
A letter from your employer (issued within the 3 months prior to the check)	confirming your name signed by your employer (giving their name and business address) confirming your status as employee and employee reference number or your National Insurance number.
A signed letter confirming your name and address (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.
A letter from a UK police force (issued within the 3 months prior to the check)	with a crime reference number, confirming that your personal documents have been stolen within the last three months.
A letter from a UK further or higher education institution	confirming your acceptance on a course of studies (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.



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