

Right to rent

Acceptable ID documentation list

Residents are required by law to provide:

- One document from Group A
- OR
- Two documents from Group B
as listed in the tables included here.

Right to rent documents required by law

Group A – One document needed		
Type	Status	States that the holder is
PASSPORT	Current or Expired	British Citizen UK Citizen Citizen of Colonies with the right to abode in the UK
PASSPORT or PASSPORT CARD	Current or Expired	Irish Citizen
DOCUMENT	Issued by The Bailiwick of Jersey or The Bailiwick of Guernsey or The Isle of Man	Verification to be made on Home Office Landlord Checking Service online – using a sharecode Holder has been granted unlimited leave to enter or remain under EU(J) 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
PASSPORT or TRAVEL DOCUMENT	Current or Expired	Endorsed to show that the holder is exempt from immigration control Or Is allowed to stay indefinitely in the UK Or has the right of abode in the UK Or has no time limit on their stay in the UK
IMMIGRATION STATUS DOCUMENT Issued by the Home Office	Current or Expired	Must contain: <ul style="list-style-type: none"> • a photograph of the holder • endorsed indicating that the person named in it is allowed to stay in the UK indefinitely Or <ul style="list-style-type: none"> • has no time limit on their stay in the UK.
CERTIFICATE OF NATURALISATION		Certificate of registration or naturalisation as a British citizen

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Group B – Two documents needed

<p>BIRTH CERTIFICATE</p>	<p>Long or Short</p>	<p>Issued in</p> <ul style="list-style-type: none"> • UK • Channel Islands • Isle of Man – see note • Ireland <p>Note:</p> <ol style="list-style-type: none"> 1. If you use a birth certificate issued by Guernsey, Jersey or the Isle of Man. It must be a full certificate and it must list at least one birth parent. 2. If prospective tenants name is different across documents then additional information is required and can be explained by providing evidence (for example original marriage certificate, divorce decree absolute, deed poll letter)
<p>ADOPTION CERTIFICATE</p>		<p>Issued in</p> <ul style="list-style-type: none"> • UK • Channel Islands • Isle of Man – see note • Ireland <p>Note:</p> <ol style="list-style-type: none"> 1. If you use adoption certificate from Guernsey, Jersey or the Isle of Man. It must be a full certificate and it must list at least one birth or adoptive parent.
<p>DRIVING LICENCE Paper or photo card</p>	<p>Current</p>	<p>Must state:</p> <ul style="list-style-type: none"> • the holder’s name and date of birth
<p>LETTER Issued by a Government Department or Local Authority</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • named official stating their name and professional address and • signed • the holder’s name • that the holder has accessed services from that department or authority, or is otherwise known to that department or authority.

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Group B continued – Two documents needed

<p>DOCUMENT Issued by His Majesty's Revenue and Customs, the Department of Work and Pensions, the Northern Ireland Department for Social Development or a local authority</p> <p>(accepted departments are Department for Work and Pensions (DWP), Jobcentre Plus, HM Revenue and Customs (HMRC), a local council, the Department for Social Development in Northern Ireland)</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • the holder's name • they are in receipt of a benefit listed below: <ul style="list-style-type: none"> ➤ pension credit ➤ attendance allowance ➤ personal independence payment ➤ severe disablement allowance ➤ care allowance ➤ disability living allowance ➤ income support ➤ working families' tax credit ➤ disabled person's tax credit ➤ a social fund payment ➤ child benefit ➤ housing benefit ➤ council tax benefit ➤ jobseeker's allowance <p>Please note: we can take a screenshot of Universal Credit or any benefit that is paperless</p>
<p>IDENTITY CARD or DOCUMENT</p> <p>Issued by one of His Majesty's forces Or The Secretary of State</p>	<p>N/A</p>	<p>Must state:</p> <ul style="list-style-type: none"> • That the holder is or has been a serving member in any of His Majesty's forces.
<p>LETTER Signed by a British passport holder (see list of acceptable professions on page 6)</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • how long the signatory has known the holder (such period being of at least three months' duration, and in what capacity) • the signatory's name, address, profession, place of work and passport number.
<p>CERTIFICATE Issued from the Disclosure and Barring Service</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • The holder's name and date of birth • Show DBS headed paper
<p>LETTER Issued by a public authority, voluntary organisation or charity in the course of a scheme operated to assist individuals to secure accommodation in the rented sector in order to prevent or resolve homelessness</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • The holder's name • States the address of a prospective tenancy which the authority, organisation or charity is assisting the holder to obtain.

Group B continued - Two documents needed

<p>LETTER Issued by employer</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • The holder's name • confirming their status as an employee • Employee reference number or National Insurance number • The employer's name and business address
<p>LETTER Issued by a police force in the UK</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • 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 • The crime reference number
<p>LETTER Issued by a further or higher education institution in the UK</p>	<p>N/A</p>	<p>Must state:</p> <ul style="list-style-type: none"> • That the holder has been accepted on a current course of studies at that institution • The name of the institution and the name and duration of the course.
<p>LETTER Issued by a UK Prison Service</p>	<p>Within six months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • The holder has been released from the custody of that service • Confirming their name and date of birth
<p>LETTER Issued from the National Offender Management Service</p>	<p>Within three months of present date</p>	<p>Must state:</p> <ul style="list-style-type: none"> • The holder's name and date of birth • confirm that the holder is the subject of an order requiring supervision by that officer.

Acceptable professions list for letter signed by a British passport holder

A template letter can be found on the Housing Toolkit. Please ensure all the information that is required must be stated in the letter. This includes the length of time passport holder has known the prospective tenant – must be a minimum of 3 months, passport holders name, signature, address, profession, place of work and passport number.

- Funeral Director
- General Practitioner
- Insurance Agent (Full Time) Of A Recognised Company
- Journalist
- Justice Of The Peace
- Legal Secretary – Fellow Or Associate Member Of The Institute Of Legal Secretaries And Pas
- Licensee Of Public House
- Local Government Officer
- Manager/Personnel Officer Of A Limited Company
- Member, Associate Or Fellow Of A Professional Body
- Member Of Parliament
- Merchant Navy Officer
- Minister Of A Recognised Religion
- Nurse – Rgn Or Rmn
- Officer Of The Armed Services
- Optician
- Paralegal – Certified Paralegal, Qualified Paralegal Or Associated Member Of The Institute Of Paralegals
- Person With Honours, For Example An Obe Or Mbe
- Pharmacist
- Photographer – Professional
- Police Officer
- Post Office Official
- President/Secretary Of A Recognised Organisation
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher, Lecturer
- Trade Union Officer
- Travel Agent – Qualified
- Valuer Or Auctioneer – Fellows And Associate Members Of The Incorporated Society
- Warrant Officers And Chief Petty Office