

Tenant checks for landlords

This handy checklist will help you keep track of your tenants' applications and ensure you carry out the right checks before letting your property to them.

Who has the right to rent?

Check the tenant's documentation that allows them to live in the UK.



UK citizen



EEA or Swiss nationals



Individuals with the right to live in the UK



Request original documentation



Verify authenticity of documents



Make duplications of documentation (Keep for at least a year)

Confirm who will be living at the property

Check that the tenant has provided you with documentation.

Verify document is genuine



1 Check that it is an original document and that it belongs to the individual



2 Confirm that the document is in date. Tenants may only have a timed right to reside



4 Check that the document is in a good state of repair, with no signs of alteration



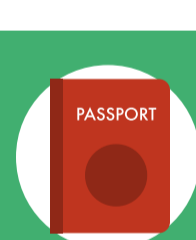
3 Prove that the date of birth matches other documents. Is it a realistic date?



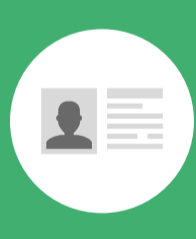
5 If you suspect something, check other documents for discrepancies



6 If all of this documentation is provided, create duplicates and you can then approve your tenant



Passport (UK or equivalent)



Residence card or permit



Birth or adoption certificate

Which documents can be used?

Here are some examples of the types of documents that can be used.*



You

As a landlord, you will not be able to rent out your property until these checks are completed



An agent

You could use an agent to perform these checks. Get this agreement in writing



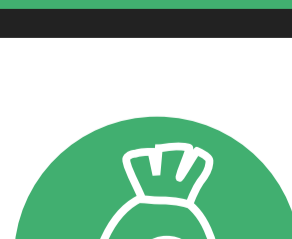
Your tenant

If you allow your tenant to sublet, responsibility will fall to them to perform checks

Who can perform checks?

Although it is your property being rented, there are other people who may carry out checks on your behalf

Do I need to carry out checks?



Failing to carry out checks is a breach of the 2014 Immigration Act, and can lead to fines of up to £3,000.