

RIGHT TO RENT GUIDE

urbanspaces



WHY DO YOU NEED TO CHECK MY IMMIGRATION STATUS?

From 01 February 2016, the Government is introducing new "Right to Rent" rules, which give all landlords a legal duty to check that every resident of a property that they are renting has the right to live in the UK.

Where the landlord rents through a managing agent, the responsibility for checking is passed to the agent to act on the landlord's behalf.

To do that, we need to take copies of documents which prove your nationality and verify that you have a right to rent a property here.

WHY DOES THIS RULE AFFECT ME?

The same checks apply equally to all adults (over the age of 18 years) residing in a property – including British citizens, nationals from the European Economic Area (EEA), and people from elsewhere in the world.

WHAT IS THE INFORMATION USED FOR?

The information is used only to help us confirm your legal status. We will not discriminate for or against you because of your nationality. We will not use information provided for any other purpose.

WHY ARE COPIES OF MY DOCUMENTS TAKEN?

We are obliged to obtain copies of your documents for visual and data checks and to verify that they are genuine. We are also required by law to keep a copy of our documents for one year after your tenancy has ended.

BRITISH CITIZENS AND NATIONALS FROM THE EUROPEAN ECONOMIC AREA (EEA)

If you are British, a citizen of the UK and Colonies with right to live in the UK or permanent resident of an EEA country or Switzerland, you automatically have the right to rent in the UK. As mentioned we are still required by law to take copies of your documents proving our nationality.

Countries in the EEA are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

NATIONALS FROM OUTSIDE OF THE EEA

As well as confirming your nationality, we also need to check that you have the right to stay in the UK. If your permission has a time limit, we will need to check again in the future once that time limit has ended, or after 12 months of your tenancy, whichever occurs later.

WHAT HAPPENS IF I CANNOT PROVIDE DOCUMENTS?

We are not permitted to rent to you if you do not have the necessary documents and will be fined if we do so.

WHY DO YOU NEED TO SEE ME?

We must verify identity documents in the presence of the holder of that document, so we need to see every resident of the property in person prior to moving in to the property.

WHICH DOCUMENTS ARE ACCEPTABLE AS IDENTIFICATION/PROOF OF RESIDENCY UNDER THE NEW CHECKS?

We may accept a number of different documents under the new check. Please refer to the next page for a full list and if you are in any doubt, please do not hesitate to get in touch with us at:

Tel: +44 (0)20 7251 4000

Mail: clientservices@urbanspaces.co.uk

WE ARE HAPPY TO ACCEPT ANY ONE OF THE FOLLOWING:

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| Your passport | (which can be current or expired), showing you are a British citizen, a citizen of the UK and colonies with the 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 |
| 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 you have a derivative right of residence |
| Home Office documents | Such as a biometric document or immigrations 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:

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| Your 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 |
| A current driving license | This can be full or provisional |
| A signed letter confirming your name and address | That was issued within the last three months by a UK government department of local authority, or a British Passport holder (including their name, address and passport number) – or from your employer, confirming your status as an employee |
| Confirmation of current or previous service in the UK armed forces | Your identity card, HM Forces documentation or a letter from the Secretary of State |
| A current UK firearm or shotgun certificate | |
| A Disclosure and Barring Service Certificate | Issued within the last three months |
| A letter from a UK Police Force | With a crime reference number, confirming that your personal documents have been stolen within the last three months |
| A letter from a UK Prison Service | Confirming that you have been released from custody in the last three months, or a letter from your probation officer confirming you are the subject of a supervision order |
| Benefits paperwork | From the HMRC, Local Authority or Job Centre plus, issued within the last three months |