

Right to rent check record

Which route was used, and what it showed. The protection depends on following it exactly.

Take everything else from the current Home Office guidance — this sheet does not list acceptable documents and you should not attach copies to it. The three check routes are not interchangeable. Where a right is time-limited, diarise the follow-up and name who is responsible for it.

PROPERTY	TENANCY	OCCUPIER CHECKED
CHECKED BY	DATE OF CHECK	REFERENCE

WHICH ROUTE WAS USED

Tick one. They have different requirements about what is seen, by whom, and what is retained.

	THIS ONE
Manual document-based check	☐
Check via a certified identity service provider	☐
Home Office online check using a share code	☐
Landlord's checking service request	☐

HOW THE CHECK WAS CARRIED OUT

	YES	NO	N/A
Person physically present	☐	☐	☐
Live video call used, with the original in the person's possession	☐	☐	☐
Documents in the person's possession at the time of the check	☐	☐	☐
Documents checked for apparent authenticity	☐	☐	☐
Photograph compared against the person	☐	☐	☐
Date of birth consistent across documents	☐	☐	☐
Share code used and verified against the online service	☐	☐	☐
Record of the check retained as the guidance requires	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

OUTCOME

Record the outcome, not the document contents.

Right to rent established?	
Is it time-limited?	
Date of any time limit	
Online check profile or reference, where applicable	
Where the evidence is stored	
Anything that could not be established, and what was done	

FOLLOW-UP CHECK

Falls due long after anybody is thinking about this tenancy.

Follow-up required?	
Date it falls due	
Who is responsible for carrying it out	

Diarised on (system and date)

Follow-up completed on — outcome

BEFORE YOU CARRY OUT ANY CHECK

Check every adult who will occupy the property as their only or main home, not just the named tenant.

Check everybody the same way, regardless of nationality or appearance — read the Code of practice on avoiding discrimination.

Take the acceptable document lists and the process from the current Home Office guidance, not from this sheet.

Do not attach copies of identity documents to this form.

Keep the record securely and only for as long as the guidance requires.

SIGN-OFF

CHECKED BY	POSITION
DATE	GUIDANCE VERSION RELIED ON
RECORD HELD SECURELY AT	DESTROY ON