



## Right to Rent Check – Prospective Tenant Form

Property Address: \_\_\_\_\_

Room Number (if applicable): \_\_\_\_\_

Date of Check: \_\_\_\_\_

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### 1. Tenant Information

- Full Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

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### 2. Document Type Provided (*tick one*)

- ☐ UK Passport
- ☐ Biometric Residence Permit (BRP)
- ☐ UK Birth Certificate with evidence of UK-based parental responsibility
- ☐ EU Settlement Scheme Status (with share code)
- ☐ Non-UK Passport with valid visa
- ☐ Certificate of Naturalisation
- ☐ Other (specify): \_\_\_\_\_

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### 3. Document Details

- Document Number: \_\_\_\_\_
- Expiry Date (if applicable): \_\_\_\_\_
- Issuing Authority: \_\_\_\_\_
- Checked by: \_\_\_\_\_
- Date Checked: \_\_\_\_\_

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### 4. Verification Outcome

- ☐ Tenant has a Right to Rent
- ☐ Follow-up check required by: \_\_\_\_\_
- ☐ Tenant does not have a Right to Rent (*do not proceed with tenancy*)

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## 5. Photocopy Retention

- ☐ Clear copy of the original document taken and retained securely.
  - ☐ Signature of person verifying: \_\_\_\_\_
  - ☐ Name of staff member: \_\_\_\_\_
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## 6. Declaration

I confirm I have seen the original documents provided by the prospective tenant and that they appear genuine and relate to the individual.

**Signature (JL Homes Staff):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature (Tenant):** \_\_\_\_\_

**Date:** \_\_\_\_\_