

## SITE SURVEY REPORT

# Right to Rent Check Record

|              |                       |
|--------------|-----------------------|
| Prepared for | Grove Lettings        |
| Date         | 2 Oct 2026            |
| Site         | Flat 2, 18 Grove Road |
| Prepared by  | H. Moore              |

## FORM

## Right to Rent Check Record

## 1. Tenancy

|                    |                                                                 |
|--------------------|-----------------------------------------------------------------|
| Project            | Flat 2, 18 Grove Road: right to rent checks (completed example) |
| Client             | Grove Lettings                                                  |
| Site               | Flat 2, 18 Grove Road                                           |
| Site address       | Flat 2, 18 Grove Road, Leicester                                |
| Date of the checks | 2 Oct 2026                                                      |
| Time               | 14:00                                                           |
| Checked by         | H. Moore, Grove Lettings                                        |
| Type of check      | Initial check before a new tenancy                              |
| Tenancy start date | 15 Oct 2026                                                     |

Home Office guidance: before a new tenancy starts in England, check every adult aged 18 or over who will live in the property as their only or main home, even if they are not named on the tenancy agreement or the agreement is not in writing. Check everyone, not only people you think are not British citizens.

Right to rent checks follow the Home Office code of practice for landlords that came into force on 1 October 2026. The separate Renters' Rights Act changes to private renting took effect on 1 May 2026.

## 2. Occupiers

### Adult occupiers 1: A. Novak

|                                               |                                |
|-----------------------------------------------|--------------------------------|
| Full name                                     | A. Novak                       |
| How checked                                   | Online check with a share code |
| Share code (right to rent codes start with R) | R4K 7PX 2M9                    |
| Photo and date of birth match the person?     | Yes                            |
| Result                                        | Time-limited right to rent     |
| Permission ends                               | 31 Mar 2028                    |
| Follow-up check due                           | 24 Mar 2028                    |
| Days to the follow-up check                   | 540                            |

Do the follow-up check before the time-limited statutory excuse runs out: the latest of 12 months after this check, the end of the person's permission to stay, or the expiry of the document checked. For an online check, the service gives the date. If the occupier no longer has the right to rent, report it to the Home Office.

Copy kept that cannot be changed  
(photocopy, good photo or saved profile),  
with the date? Yes

**Adult occupiers 2: J. Novak**

|                                               |                                |
|-----------------------------------------------|--------------------------------|
| Full name                                     | J. Novak                       |
| How checked                                   | Online check with a share code |
| Share code (right to rent codes start with R) | R8T 3HW 6Q2                    |
| Photo and date of birth match the person?     | Yes                            |
| Result                                        | Time-limited right to rent     |
| Permission ends                               | 31 Mar 2028                    |
| Follow-up check due                           | 24 Mar 2028                    |
| Days to the follow-up check                   | 540                            |

Do the follow-up check before the time-limited statutory excuse runs out: the latest of 12 months after this check, the end of the person's permission to stay, or the expiry of the document checked. For an online check, the service gives the date. If the occupier no longer has the right to rent, report it to the Home Office.

Copy kept that cannot be changed  
(photocopy, good photo or saved profile),  
with the date? Yes

**Adult occupiers 3: T. Green**

|                                                                                                 |                                                                               |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Full name                                                                                       | T. Green                                                                      |
| How checked                                                                                     | Original documents, with the person present (in person or by live video call) |
| Documents seen                                                                                  | UK passport                                                                   |
| Photo and date of birth match the person?                                                       | Yes                                                                           |
| Result                                                                                          | Unlimited right to rent                                                       |
| Copy kept that cannot be changed<br>(photocopy, good photo or saved profile),<br>with the date? | Yes                                                                           |
| Occupiers with a time-limited right                                                             | 2                                                                             |
| Days to the earliest follow-up check                                                            | 0                                                                             |

### 3. Records

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Keep the copies, with the date of the check, for the whole tenancy and for one year after it ends, then destroy them securely. Handle them in line with data protection law. For passports, copy every page with the expiry date or the holder's details.

Home Office code of practice: the civil penalty for renting to someone without the right to rent is up to £10,000 per occupier for a first breach (£5,000 for a lodger) and up to £20,000 per occupier for a repeat breach within 3 years.

Completed by

H. Moore

Signature

H. Moore