

Right to Rent Check Record

A right to rent check record for landlords and agents in England: each adult occupier, how they were checked, documents seen, share code, DVSP or Landlord Checking Service result, copies kept and follow-up check dates.

1. Tenancy

Project

Client

Site *

Site address

Date of the checks *

Time

Checked by *

Type of check (choose one)

- ☐ Initial check before a new tenancy
☐ New adult occupier joining a tenancy
☐ Follow-up check

Tenancy start date *

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.

If applicable: The check date is after the tenancy start date. An initial check must be done before the tenancy agreement is entered into to give a statutory excuse.

2. Occupiers

Adult occupiers (copy this block for each one)

Full name *

How checked * (choose one)

- ☐ Original documents, with the person present (in person or by live video call)
- ☐ Online check with a share code
- ☐ Digital Verification Service (DVS)
- ☐ Home Office Landlord Checking Service (LCS)

Documents seen (if applicable)

Share code (right to rent codes start with R) (if applicable)

Provider used (registered for right to rent checks) (if applicable)

Landlord Checking Service reference number (if applicable)

Photo and date of birth match the person?

- ☐ Yes ☐ No

Result * (choose one)

- ☐ Unlimited right to rent ☐ Time-limited right to rent ☐ No right to rent

Permission ends (if applicable)

Follow-up check due (if applicable)

Days to the follow-up check (if applicable; worked out automatically in the app)

If applicable: 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.

If applicable: No right to rent. On an initial check, do not let the property to this person. On a follow-up check, report it to the Home Office as soon as reasonably practicable.

Home Office report reference number (if applicable)

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

- ☐ Yes ☐ No

Occupiers with a time-limited right (worked out automatically in the app)

Days to the earliest follow-up check (if applicable; worked out automatically in the app)

If applicable: A check on someone with a time-limited right to rent must be done no earlier than 28 days before the tenancy starts. Check again nearer the start date.

3. Records

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 *

Signature