

To be completed by the agent performing the checks for the landlord and signed by both parties

Landlord name and address:

Agent name and address:

We, the agent, confirm that will be responsible for performing all the necessary right to rent (immigration status) checks required for you, the landlord in connection with the Property at

This responsibility will take effect from _____.

We will charge a fee of £_____ to check the right to rent status of all tenants and occupiers per property/occupier* for every right to rent check performed.

We will check the right to rent status of all occupiers over 18 years of age in the 28 days prior to the day before signing the tenancy. If any of the prospective tenants or occupiers cannot provide at least one original document from List A (Group 1) or C, or two documents from List A (Group 2) from the Government's acceptable documents guidance, then no tenancy will be granted.

Additionally, you must give us sufficient notification to ensure that we do not enter into a tenancy agreement on your behalf. No tenancy agreement will be entered into by you with any prospective tenant or occupier living overseas conditional upon the production of the required documentation following their arrival in the UK.

Where the occupier has a time limited right to rent we will perform a follow up check prior to the 12-month anniversary of the previous check or prior to the occupier's right to rent expiring.

This requirement will remain in force for so long as I remain your Agent for letting/managing the Property and will cease if the agency terminates for any reason.

We will retain uneditable copies of the original documentation provided by the occupier(s) for 12 months after the expiry of the tenancy. We will store these documents in accordance with the General Data Protection Regulation. We have the permission of the occupiers to share this information with all necessary parties such as the named landlord, the Home Office and you as the landlord.

If my agency to let or manage the property terminates for any reason then I will deliver the copies of the original documentation which we hold to you within 14 days and we waive any right to retain these copies. We agree to you inspecting and taking copies of these documents at any time on reasonable notice.

We agree to indemnify you and to repay to you any penalties which you may incur in consequence of any breach by us of the provisions of this Agreement and also any associated legal or other costs which you may incur in consequence of any such breach.

We will promptly inform you of any enquiry or communication which will be received from the Home Office or any other competent authority in relation to the immigration status or right to rent of any person who is a tenant or occupier of the property. Likewise, you will notify us if you receive any such communication relating to the property.

Agent Signature/s _____

Date _____

Landlord Signature/s _____

Date _____