SITE survey. APP

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 (photocopy, good photo or saved profile), with the date?	Yes
Occupiers with a time-limited right	2
Days to the earliest follow-up check	0

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	H. Moore, Grove Lettings

Signature of the person who checked

