

Upload and validate Right to Rent documents

1. Login to your account at www.tenantref.co.uk and find the relevant tenant application using the search function. You can upload and validate Right to Rent documents as soon as the full details of the tenant have been added to our system.
2. Click the globe icon to navigate to the Right to Rent document upload page.

Open Applications
▼

OPEN Example Property, Test Town, AB1 2CD + Add App

Application in progress
 Monthly Rent: £1000

Edward Sampleton	10/01/16	426160	Full Profile	<ul style="list-style-type: none"> ● Employment reference received ● Income confirmation received ● Previous letting reference received ● Credit checks completed 	1
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3. Select the tenant's country of origin and the type of document you wish to upload. You can upload and validate UK or international passports, EU ID cards, biometric residence permits or visa documents.

Upload Right to Rent Document

Please select country of origin

United Kingdom

Please select immigration document

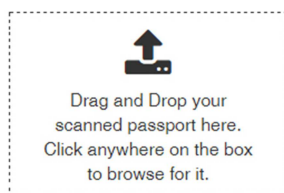
Passport

Passport

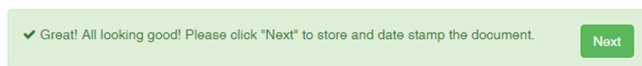
Please upload the photo page of the Passport

ⓘ Make sure that the MRZ number of the UK Passport is scanned and visible

4. Click the image uploader to browse for the ID document on your computer.



5. Follow the on screen instructions to scan the image and perform MRZ validation. Once the process is complete you will see a green 'success' message.



The document is now securely stored in your account and date stamped. If you wish, you can print out the page as proof that the check has been carried out.