

Lettings - Vetting Requirements

ID Verification

A director of the company will need to complete an ID verification check. Once we have received the signed contract a link will be sent to the director from Trust ID (our 3rd party identification verification partner).

Why we need this:

For fraud prevention purposes we will carry out a Cifas check using the details provided on your ID. Cifas is a not-for-profit fraud prevention membership organisation who manage the largest database of instances of fraudulent conduct in the country.

PI (Professional Indemnity) Insurance

Why we need this:

To confirm you are protected against claims for loss or damage made by clients or third parties as a result of the impact of negligent services provided, or negligent advice offered.

What you need to send us:

Certificate of Cover (Minimum expected cover of £100,000)

Redress Scheme Provider

Why we need this:

It's a legal requirement to belong to a Redress Scheme to operate as a letting or estate agent. You need to be a member of either The Property Ombudsman or Property Redress Scheme.

[For more information click here](#)

What you need to send us:

The name of your redress provider along with your registration number or copy of your registration certificate.

ICO (Information Commissioners Office) Registration

Why we need this:

It's a legal requirement for you to register with the ICO and pay the annual data protection fee. We all have a responsibility to safeguard personal data. ICO membership is designed to help businesses with the fair and proper use of any personal data that you hold.

[For more information click here](#)

What you need to send us:

Your ICO registration number or copy of your registration certificate.

CMP (Client Money Protection)

Why we need this:

It's a legal requirement for you to have this in place to operate as an estate or letting agent. Client Money Protection protects landlords and tenants by reimbursing them if an agent goes out of business, or if an agent misuses client money.

[For more information click here](#)

What you need to send us:

The name of your provider along with your registration number or copy of your registration certificate.

LARN (Letting Agent Registration) - SCOTLAND ONLY

Why we need this:

It's a legal requirement for all letting agencies in Scotland to be registered as a Letting Agent (LARN). This is a requirement of the Scottish Government.

[For more information click here](#)

What you need to send us:

Your LARN registration number or copy of your registration certificate.

Rent Smart Wales - WALES ONLY

Why we need this:

Rent Smart Wales is responsible for landlord and rental property registration and licensing of landlords and agents. The goal is to improve property standards, management practices and relationships between landlords, agents and tenants.

[For more information click here](#)

What you need to send us:

A copy of your Rent Smart certificate.

Ultimate Beneficiary Owner(s) Name - TENANCY MANAGER ONLY

Why we need this:

The Ultimate Beneficiary Owner may be different to the legal owner of the company. We will be checking that the UBO(s) named on the vetting form correspond with the 'Persons with significant control' on Companies House.

What you need to send us:

The full name(s) of the UBO(s)

Proof of place of business - TENANCY MANAGER ONLY

Why we need this:

By verifying your place of business, Rightmove can also prevent fraud and adhere to anti-money laundering laws.

What you need to send us:

Proof of address can be a basic document such as a Utility Bill or Bank Statement.