

Guidelines for Private Landlords

It is important to know the following, if you are renting an apartment (or room) to a foreign citizen:

- 1) foreign citizens must be registered at their actual place of residence. Registration is the responsibility of the residence's owner/landlord;
- 2) The deadlines for registration depend on the situation:
 - upon entry to the Russian Federation: within **7 working days**;
 - after receiving a new visa: within **3 calendar days**;
 - if a foreign citizen has changed their place of residence (including trips throughout Russia): within **3 working days**.
- 3) Documents must be submitted to the appropriate district MVD/OMVD office in your area. Check the website of the MVB for Moscow or the Moscow Region and find out where you should go to for migration registration. The office's working hours should be there, or you might confirm this by contacting their hotline.
- 4) The list of necessary documents depends on the state authority where you plan to submit them. So, confirm earlier what documents need to be submitted and in which format. A sample list of documents for submission may include the following:
 - a completed notification form about the arrival of the foreign citizen (a latest version may be downloaded from the MVD's official website);
 - a copy of the landlord's passport;
 - a copy of the tenancy agreement;
 - landlord's ownership document for the residence/apartment;
 - documents from the foreign citizens' place of study (certificate of attendance, excerpt of enrolment directive, agreement or referral, or request);
 - a copy of foreign citizen's passport and migration card*; a copy of previous registration slip (if available);

* citizens of the Republic of Belarus don't require a migration card.
- 5) If an apartment is owned by several persons, their written consent or presence at the MVD office may be necessary. Whether a foreign citizen needs to visit the MVD office with their landlord(s) is at the discretion of MVD inspector;
- 6) If the apartment owner cannot submit the documents in person, the decision to register the foreign guest shall remain at the discretion of the inspector (head) of the local MVD office.