

[Print on Letterhead - Insert address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<< Date>>

Dear Sir/Madam,

Application for residential tenancy -
Request for employer's reference

<<Name of proposed tenant>> wishes to rent premises owned by me/us. He/She/They have indicated that they require an employer's reference.

I should be grateful if you would confirm that <<name of proposed tenant>> works for <<name of organisation>> and how long they have been employed by <<name of organisation>>. Please also confirm the address of the premises where <<name of proposed tenant>> works. I would be grateful if you could please also confirm what their current role is with <<name of organisation>> and their current monthly take home pay.

<<Name of proposed tenant>>'s contact details for this information appears below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

CONSENT

I, << >>, of <<proposed tenant's address>> hereby give my consent to the addressee providing a reference on me to:

<<Landlord's Name>>
<<Landlord's Address>>

This is to enable the person named <<proposed tenant>> to apply for a tenancy. I understand that I can withdraw this consent at any time by writing to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I understand that I cannot be given a tenancy unless satisfactory references are provided to my suitability.

Signed by proposed tenant _____

Date << >>