

[Print on Letterhead] [Print address]

<<Addressee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear Sir/Madam,

Application for residential tenancy – <<tenant(s)>>  
Request for [current][previous] landlord

<<Name(s) of proposed tenant(s)>> a tenancy of premises owned by  
me/us. He has/she has/they have been] **OR** [your company has been]  
his/her/their landlord of other premises

I should be grateful if you would consider

- the length of time that <<tenant(s)>> has/have been your
- the level of rent payable;
- that rent has been paid (<<tenant(s)>> please provide details of the rent
- that there has been substantial (or, if there payment history);
- that there has been substantial (or, if there covenants of the lease (or, if there

<<Name(s) of proposed tenant(s)>> ing this information appears below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

**CONSENT**

I, << >> , of <<proposed tenant(s)>> to the addressee providing a  
reference on me to:

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

This is to enable the person named above to understand that I can withdraw this request by email to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I also understand that I cannot be given a tenancy unless references and references are obtained relating to my conduct and rent payment history are obtained.

my suitability for a tenancy. I understand that I can withdraw this request by email to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I also understand that I cannot be given a tenancy unless references and references are obtained relating to my conduct and rent payment history are obtained.

S

Signed by proposed tenant \_\_\_\_\_

Date

<< >>

A

M

P

L

E