

**Dear Prospective Tenant**

**Help us to complete your referencing without delays**

In order for Tenant Letting Check, our Referencing Agency, to carry out appropriate references on our behalf, we need to establish some key facts about you. When completing your application form, please make sure you provide the following **MANDATORY** information. Failure to do so may result in a delay in your application:

**About you, the prospective tenant**

- Date of birth
- Full current address to include flat/house number and postcode and, if necessary, previous addresses to include flat/house number and postcode, if within the last 3 years.

**About your employment**

- Job title and Salary
- Employer's/Accountant's name – if you are relocating, the name of the new employer should be recorded and not your current employment. If you do your own accounts please supply the last Tax Calculation Form you were issued with to the agent.
- Contact name and job title, of a contact (Manager/HR/Payroll dept) that is authorised to provide salary details, together with their **landline** telephone number (inc STD code) and fax number or e-mail address. Please note - we do not make contact to employers via mobile numbers.
- Pensioners. If you are in receipt of a pension please can you supply full details of the providers or proof of payments. Acceptable proofs are as follows:
  - A copy of your P60 or a copy of the annual Pension Statement
  - A copy of the State Pension letter
- Please pass the attached Consent Letter to your employer/accountant/pension provider.

**About your current managing agent/landlord**

- Managing agent if renting through an agent and always record your landlord's Name (which can be found on your tenancy agreement)
- Contact telephone number (must be a Landline and include STD code) and fax number/email address
- Please pass the attached Consent Letter to your managing agent and arrange for any fee's to be paid, please check with your current managing agent if they charge for referencing, TLC cannot be held responsible for any fees charged.

**All forms should be signed and dated.**

You may also be asked to provide **PROOF OF RESIDENCY** by your letting/managing agent. Please provide them with something with your current address on and this can be in the form of a bill, ie credit card/bank statement, fixed telephone line, broadband or satellite/cable TV, utility bill (Gas, Water or Electricity), original mortgage statement, State or local authority funded benefit or correspondence from HMRC.

**Please contact all referees (Employer/Accountant and Managing Agent/Landlord) giving your permission to release details to Tenant Letting Check using the consent forms on the following pages. Tenant Letting Check will contact all referees automatically, upon submission of your application form, via the fax number or email address that you have provided.**



**Dear Employer**

Tenant Letting Check is conducting a tenancy application assessment on one of your employees who is looking to move into a new rented property shortly.

Before they can move into their new home we must carry out some background and financial checks, and part of our vetting process involves confirming employment details, i.e. length of employment, nature of employment, salary, start date etc.

Please find below a signed authority from them, giving you permission to verify the information they have provided us.

**I hereby confirm that the information provided by me on my tenancy application form regarding my employment details is to the best of my knowledge true. I consent to this information being verified by Tenant Letting Check contacting my employer and to my employer releasing any such information as requested.**

**Tenant Letting Check will remain the Data Controller for the purposes of this information.**

**Applicant's signature** .....

**Applicant's name** .....

**Job title** .....

**Employee No** *(if applicable)* .....

**Date** .....

**Calling us on 01496 594296 is the easiest way for you to provide us with an employment reference, this will complete a vital part of the tenant assessment process and without your reference we are unable to proceed.**

**Please note: We are unable to accept verbal references from mobile numbers.**

**Thank you for your time.**



Dear Landlord

Tenant Letting Check is conducting a tenancy application assessment on one of your tenant's who is looking to move into a new rented property shortly.

Before they can move into their new home we must carry out some background and financial checks, and part of our vetting process involves confirming how they conducted their tenancy with you.

Please find below a signed authority from them, giving you permission to verify the information they have provided us.

**I hereby confirm that the information provided by me on my tenancy application form regarding my tenancy details is to the best of my knowledge true. I consent to this information being verified by Tenant Letting Check contacting my Landlord and to my Landlord releasing any such information as requested.**

**Tenant Letting Check will remain the Data Controller for the purposes of this information.**

**Applicant's signature** .....

**Applicant's name** .....

**Property address** .....

**Postcode** .....

**Date** .....

**Calling us on 01476 594296 is the easiest way for you to provide us with a tenancy reference, this will complete a vital part of the tenant assessment process and without your reference we are unable to proceed.**

**Thank you for your time.**

Second Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN  
t // 01476 594 296 f // 01476 563606 e // info@tenant-letting-check.com w // tenant-letting-check.com