

FOR OFFICE USE

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**reference-my-tenant
.com**

Dear Employer

Reference-my-tenant.com 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 Reference-my-tenant.com and allow them to contact my employer and to my employer releasing any such information as requested. All data data collection and processing will comply with the the Data Protection Act 1998 and the EU's General Data Protection Regulations (GDPR).

Reference-my-tenant.com will remain the Data Processor for the purposes of this information.

Applicant's signature

Applicant's name

Job title

Employee No (if applicable)

Date

RMT Reference no (as quoted in the subject line of any email communications)

RMT

RMT will email a supporting employment reference form for completion and can only accept employment references in writing, via email, fax or post Please call us on 0845 468 2616 if you require assistance or have not received our formal request for an EMPLOYMENT REFERENCE. Your assistance will help us to complete a vital part of the tenant assessment process and without your reference we are unable to proceed. Thank you for your time.

Company Reg: 6954662



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