



**reference-my-tenant
.COM**

Dear Prospective Tenant

Help us to complete your referencing without delays

In order for Reference-my-tenant.com, 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

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 SA302 you were issued with to the agent.
- Contact name and job title, 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 payment. Acceptable proofs are as follows:
 - A copy of your P60 or a copy of the annual Pension Statement
 - A copy of the State Pension to include a copy of the payment book copy and inside payment slips
- Please pass the attached Consent Letter to your employer/accountant/pension provider.

About your current managing agent/landlord

- Always give full details of your current landlord, as Reference-my-tenant.com may need to contact them. This information can be found on your tenancy agreement
- If you are renting through a Managing Agent, please also supply details of your agent
- Contact telephone number (must be a Landline and include STD code) and fax number/email address
- Always inform your landlord / managing agent that Reference-my-tenant.com will be contacting them

About your bank account - A UK bank account should be recorded – sort code, account number and account name

All forms should be signed and dated

Company Reg: 6954662



telephone.**0845 468 2616** | fax.**0845 468 2617**
email.info@reference-my-tenant.com | www.reference-my-tenant.com
PO Box 10181 | Grantham | Lincolnshire | NG31 0GG



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.com**

Dear Employer/Accountant

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 contacting my employer and to my employer releasing any such information as requested.

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

Applicant's signature

Applicant's name

Job title

Employee No (if applicable)

Date

RMT will fax/email you directly and can only accept employment references in writing, via fax, or scanned and emailed to us. 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.

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