Prospective Landlord address

Phone number

Email

Current (i.e. referee) Landlord Name

Business name

[Address]

**[**Date]

Dear [Name/ Sir or Madam,]

**Request for landlord’s reference**

Prospective Tenant: [Prospective tenant’s name and current address]

Property: [Address of property to be let.]

Rent: [£ per year/month/week.]

[I/we] understand that [Tenant’s name], currently of [Tenant’s current address] is a tenant or former tenantof yours.

I am authorised to request a reference for [Tenant’s name]’s renting the above property, which [I/we] own.

[I/we] would therefore be grateful if you could state how long you have known [Tenant’s name], in what capacity and whether to the best of your knowledge they:

* Have given the correct current address;
* Will be a fit and proper tenant who will meet the obligations of the tenancy;
* Have paid the rent and other financial commitments as your tenant in accordance with the tenancy;
* Kept your property, fittings and furniture clean and free from damage (except for reasonable wear and tear);
* Have caused nuisance to any of your other tenants or neighbours;
* Gave you reason to issue any formal warnings or legal proceedings.

Finally, please let **[us/me] know** why the tenancy ended (if relevant).

[I/we] attach authorisation from the prospective tenant for this request.

If you would prefer to speak to me personally, my telephone number is [number].

Yours [sincerely/faithfully]

*Signature*

*Name*

**Landlord’s reference form of authority**

To: [Referee’s name/business name and address]

Date

Property: [property address]

Rent: [£ per year/calendar month/week]

Dear [Name/Sir or Madam]

Please provide a reference to [Prospective Landlord’s name] of [Prospective Landlord’s address], in relation to renting the above property.

Yours sincerely

**[Prospective Tenant]**Name