

[Print on landlord's letterhead or insert address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<< Date>>

Dear Sir/Madam,

Application for an occupation contract contract-holder>>
Request for employer's reference

<<Name of proposed contract-holder>> into an occupation contract of the
dwelling owned by me/us. He has stated that I/we may approach you for
an employer's reference.

I should be grateful if you would confirm that <<proposed contract-holder>> works for
<<name of organisation>> and he/she is employed full time for <<name of organisation>>.
Please also confirm the address of <<proposed contract-holder>> and his/her
work. I should be grateful if you could please also confirm what the
<<name of organisation>> and their current monthly take home pay.

<<Name of proposed contract-holder>> providing this information appears
below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

CONSENT

I, << >> , of <<proposed contract-holder>> consent to the addressee providing
a reference on me to:

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

This is to enable the person named <<proposed contract-holder>> to apply for an occupation contract. I
understand that I can withdraw this consent by email to <<Landlord's email
address>> or by telephone to <<Landlord's telephone number>>. I also understand that I
cannot be given an occupation contract if no references are obtained relating to
my suitability.

Signed by proposed
contract-holder

Date

<< >>

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