

[Print on landlord's letterhead or insert address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<< Date>>

Dear Sir/Madam,

Application for residential occupation contract of premises  
Request for personal reference <<proposed contract-holder>>

<<Name of proposed contract-holder>> has an occupation contract of premises owned by me/us. He has/she has asked me to provide you with a personal reference that I/we may approach you for a personal reference.

I should be grateful if you would provide a personal reference for <<proposed contract-holder>> have known <<name of proposed contract-holder>> and in what capacity. I would like to know how long you have known <<name of proposed contract-holder>> and <<name of proposed contract-holder>> end <<name of proposed contract-holder>> to a landlord as a contract-holder. I would like to know how long you have known <<name of proposed contract-holder>> to believe that he/she/they would be a good contract-holder?

<<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 personal reference on me to:

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

This is to enable the person named <<proposed contract-holder>> to provide a personal reference 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 until the personal references are obtained relating to my suitability.

Signed by proposed  
contract-holder

Date

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