

Check List for a Tenant Reference Application

The prospective tenant's name

The prospective tenant's email address

At least one contact phone number for the prospective tenant

The rental property address

Monthly rental amount (GBP)

The tenancy term (i.e. 6 or 12 months)

If available, prospective tenants photographic proof of identity (i.e. valid photo driving license or passport)

Please inform your prospective tenant that they'll need some or all of the following details to hand to complete their application form:

Photographic proof of identity (i.e. valid photo driving license or passport)

Proof of income details (e.g. salary details, P60 or pension statement etc.)

If employed: Employer contact details (i.e. company name, contact name, phone number and email address)

If self-employed with accountant: Accountant contact details (i.e. company name, contact name, phone number and email address)

If self-employed without accountant: Tax return or P60

If not in full or part time employment: Documentary proof of income (e.g. pension or benefits statement)

Contact details of any landlords or letting agents that they've rented property from in the last three years

Addresses of all the properties that they've lived at during the last three years