

PRIVATE & CONFIDENTIAL

Landlords Name:
Landlords Street:
Landlords District:
Landlords Town:
Landlords Post Code:

Our Ref:
Date:

Landlords Name:

Re: Current Tenancy Reference Request

Borrowers Name:
Borrowers Address:

The above named has applied to the Society for mortgage facilities and, in order to consider this matter further, I would be obliged if you could supply the following information on your Company headed paper. This information will be treated in the strictest of confidence.

1. What date did the tenancy start?
2. What is the amount of rent payable?
3. Have the payments been kept up to date and paid when due? IF NO please provide full details
4. Is rent paid directly to you by the above named and, if not, please state who it is paid by.

If you require any assistance, please do not hesitate to contact me on the number stated below.
I look forward to your response.

Yours sincerely

Letter Requestee:
(Company)

Enc. Client Authority