

Dear Applicant,

### **Making sure we can carry out your reference as quickly as possible**

Now you've applied for a rented home through your letting agent, we're going to carry out your reference.

This is to let the landlord of the property know if you have any adverse credit history, and also gives an indication of whether you'll be able to pay the rent.

We appreciate you'd like a decision as soon as possible to make sure you secure your new home. So, to help us carry out your reference as quickly as we can, please can you do the following:

**1. Sign and pass your employer the attached letter below**

This not only lets them know we're going to contact them as part of your reference, but also confirms you're OK for them to give us information about your employment status

**2. Make sure someone at your workplace can provide a reference**

We need to speak to your employer to confirm the details of your job. If your manager isn't able to provide a reference, please pass the attached letter to your HR or Payroll department

**3. Let your current landlord/letting agent and other referees know HomeLet will contact them very soon**

This means they'll be ready for our call and have your permission to give us information about where you currently live

Any missing information will delay the process because we may need to call or email you for further details, especially if the information you have supplied is inaccurate, or illegible.

You can see what stage we're at with your reference by visiting

[www.homelet.co.uk/tenants/reference-tracker/login](http://www.homelet.co.uk/tenants/reference-tracker/login)

and entering your details. Your letting agent will also have the most up to date details of your application.

We look forward to getting you into your new home as quickly as possible.

Kind Regards,

**The HomeLet Team**

Hestia House, Unit 2 Edgewest Road, Lincoln, LN6 7EL

 **0845 117 6000**  **homelet.co.uk**

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Dear Employer,

### Helping one of your employees secure their new rented home

One of your employees would like to move into a new rented property. As one of the UK's leading tenant referencing companies, and to help them move into their home, we've been asked to confirm a few details about their application.

This involves a few background and financial checks, and also confirmation of their employment details – which we need from you. This is a vital part of the tenant assessment process, as without your reference we are unable to proceed.

The easiest way to provide an employment reference is by calling **0845 155 8811**. If you'd prefer not to call, then please complete the email/fax reference request you should have already received and send it back to us as soon as you can.

If we don't hear from you, one of our advisors will contact you soon. Calls will take no longer than a few minutes. Our opening hours are **8.30am–6pm Monday to Friday** and **10am–1pm on Saturday**.

It's really important you get in touch as without your reference your employee's tenancy can't proceed and this could delay the move into their new home.

If you're unsure about passing on personal details, below is signed authority from your employee, giving you permission to verify the information they have already given us.

I hereby confirm that the information provided by me regarding my employment details is, to the best of my knowledge, true. I consent to this information being verified by HomeLet contacting my employer.

APPLICANT'S SIGNATURE

PRINT NAME

DATE

Many thanks for doing this – we look forward to hearing from you soon.

Kind Regards,

The HomeLet Team

Hestia House, Unit 2 Edgewest Road, Lincoln, LN6 7EL

 **0845 117 6000**  **homelet.co.uk**

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL