

Dear Tenant

### Want to secure your new home as quickly as possible?

We want to complete our checks accurately so that you can secure your new home as quickly as possible.

You can help us by doing a few simple things when you complete our referencing application form.

Firstly please write clearly and in capitals as this makes your form easier to read. By supplying us with full and complete information you are doing your bit to help us process your application faster. Email addresses are especially helpful in speeding up the reference process!

Any missing information will delay the process because we may need to call or e-mail you for further details, especially if the information you have supplied is inaccurate, or illegible. We will ensure your agent is continually updated on the progress of your application.

### Three easy steps for you to follow -

- 1. If you haven't had the opportunity to speak to your employer advising them about your reference, please sign and pass them the attached letter.**  
This means that they'll be ready for our call and that they'll have your permission to disclose information to us.
- 2. Please encourage your employer to call us as soon as possible.**  
Our Customer Service team is waiting for your employer's call. Please ensure your manager is able to provide a reference, if not please pass the attached letter to your HR or Payroll department.
- 3. Please contact your landlord/letting agent and any other referees to advise them that HomeLet will be contacting them very shortly.**  
This means that they'll be ready for our call and that they will have your permission to disclose information to us.

### Make sure you hold onto your deposit with HomeLet Tenant's Contents insurance

Remember you'll need to ensure you have sufficient cover for all of your personal possessions too – make sure you're covered!

For more information or to arrange cover, call HomeLet today on **0845 117 6000**.

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

Kind regards

HomeLet

**Becor House, Green Lane, Lincoln LN6 7DL**

Dear Employer

We're the UK's leading tenant referencing company and we've been asked to complete an assessment of one of your employees, as they're looking to move into a new rented property.

Before they can move into their new home we must carry out background and financial checks, and a part of our checks involve confirming their employment details.

Please find below a signed authority from them, giving you permission to verify the information they have provided 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 \_\_\_\_\_

Calling our designated referee line on **0845 155 8811** is the easiest way for you to provide us with an **employment reference**, this will complete a vital part of the tenant assessment process because without your reference we are unable to proceed.

By now you should have received an email or fax from us requesting a reference, if you prefer not to call please complete the email/fax reference request you've received and send it back to us as soon as you can. If we don't hear from you, one of our advisors will be contacting you soon.

Calls will take no longer than a few minutes. Please remember, without your reference your employees tenancy may be delayed.

Our opening hours are 8.30am – 6pm Monday to Friday and 10am – 1pm on Saturday. We look forward to hearing from you soon.

Kind regards

HomeLet

**Becor House, Green Lane, Lincoln LN6 7DL**

