

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 to help you 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.

### Four easy steps for you to follow-

**1. Please sign the attached letter and hand this to your employer.**

This means that they will be expecting our call and that they will have your permission to disclose information to us.

**2. Please provide your employer with the HomeLet telephone number so that they can contact us directly.**

This will speed up the referencing process.

**3. 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.

**4. 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 will be expecting our call and that they will have your permission to disclose information to us.

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

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

To assist us with our assessment we will be carrying out some background and financial checks which aim to ensure we can assist the tenant with their move. Part of these checks involves confirming their employment details.

Below you'll find a signed declaration from them; giving their permission for you 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 \_\_\_\_\_

LETTING AGENT REFERENCE \_\_\_\_\_

Calling us on **0845 155 8811** to provide us with an **Employment Reference** is the easiest way to complete this process. Should you prefer you can always return the e-mail or fax request you've received.

If we don't hear from you, one of our customer advisors will contact you soon; the call will only take a few minutes (any delays may unfortunately result in your employee's tenancy being 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**

