

Dear Employer,

We are a tenant assessment company, and we are trying to complete an assessment for an employee of yours who is looking to move into a new rented property

We must carry out tenancy and background checks before they can move into their new home, and as part of our referencing procedure we need to confirm employment details. We have sent a reference request to you, please complete this and either fax or email the form back, or contact us on 01244 421261 to complete a verbal reference.

Below is the signed authority from your employee, giving permission for you to disclose information and verify the details they have provided to us. Without your reference we are unable to proceed with the application. Many thanks in advance for your assistance and cooperation.

I CONSENT TO MY EMPLOYER DISCLOSING DETAILS TO LET ALLIANCE ABOUT MY JOB TITLE, MY EMPLOYMENT START DATE, MY CURRENT GROSS SALARY, INCLUSIVE OF ANY BONUSES, WHETHER MY JOB IS TEMPORARY OR PERMANENT AND WHETHER MY JOB IS FULL TIME OR PART TIME.

'All data gathered and stored by Let Alliance Ltd is kept in line with the Data Protection Act (1998) for a minimum of 3 years. A copy of our Data Protection Policy is available upon request'

You have the right to get a copy of the information that is held about you. To make a subject access request, please apply in writing to Dina.Morgan@letalliance.co.uk and allow up to 40 days for a response. Please note an administration fee of £10 will apply to all requests.

Applicant's Signature:

Print Name:

Date:

Please contact us at your earliest convenience on 01244 421261 to provide us with an employment reference. You can also fax us on 01244 421117 or email us at tenant@letalliance.co.uk. Our opening hours are Monday to Friday 9:00 to 17:30.

Delivering Intelligent
referencing and insurance
solutions for letting agents

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Contact Emails

General Enquiries
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Tenant Reference Team
tenant@letalliance.co.uk

Insurance Support Team
insurance@letalliance.co.uk

Website

www.letalliance.co.uk

