

Landlord Reference Letter

Completed by a current or previous landlord about a tenant who has applied to rent elsewhere.

About you (the landlord giving the reference)

Your full name

Your address

Telephone

Email

Are you the landlord or the managing agent?

The tenancy you are giving a reference for

Tenant's full name

Property address

Tenancy start date

Tenancy end date (or 'ongoing')

Rent (per month)

Was the tenancy in joint names?

Payment record

Was the rent paid in full and on time? Yes / No / Mostly

If not, please give details

Is there any rent outstanding? If so, how much?

Were formal arrears notices ever served?

Condition and conduct

Was the property kept in reasonable condition?

Any damage beyond fair wear and tear?

Were any deposit deductions made? If so, what for?

Any complaints from neighbours or breaches of the agreement?

Overall

Would you rent to this tenant again? Yes / No / With reservations

Any additional comments

Declaration

I confirm that the information given above is true to the best of my knowledge and belief, and that I have given it in response to a request made with the tenant's consent.

Signature

Print name

Date

A note on data protection

You are sharing another person's personal data, so only answer what has been asked, keep to matters of fact you can evidence, and make sure the tenant has consented to the reference being given. Under UK GDPR the tenant can ask to see what you wrote about them. Sticking to accurate, factual answers protects you as well as them.