

Tenant Reference Request Form

For UK landlords: give this form to a prospective tenant to collect the details needed for referencing, together with their written consent to a credit check. The applicant completes sections 1–4 and signs section 5.

Prefer it online? The same form is free to send as a link (no account needed) at rentfig.co.uk/tools/free-tenant-referencing, with an optional £9 credit check or £19 full reference — pay per check, no subscription.

Landlord / agent details (completed by the landlord)

Landlord or agent name

Landlord email or phone

Address of the property being let

Proposed rent (£ pcm)

Proposed tenancy start date

1. Applicant details

Full legal name

Date of birth (DD/MM/YYYY)

Email address

Mobile phone

Current address (including postcode)

Time at current address (years/months)

Current status (renting / owner / living with family)

Previous address if less than 3 years at current (including postcode)

2. Employment and income

Employment status (employed / self-employed / other)

Job title

Employer or accountant name

Employer or accountant email/phone

Gross annual income (£)

Other income, e.g. benefits (£, source)

3. Current or previous landlord

Landlord or agent name

Landlord or agent email/phone

Rent paid (£ pcm)

Length of tenancy

4. Credit history declaration

Have you ever had a County Court Judgment (CCJ), Individual Voluntary Arrangement (IVA), bankruptcy, or rent arrears? If yes, give brief details below. Answering honestly matters: these usually appear on a credit check anyway, and an explained history is far better than an undisclosed one.

CCJs / IVAs / bankruptcy / rent arrears (write "None" if none)

Can you provide a UK-based guarantor if required? (Yes / No — name if yes)

5. Consent and signature (completed by the applicant)

I confirm the information given on this form is true and complete. I consent to the landlord or their referencing provider verifying this information, contacting my employer and current/previous landlord, and carrying out a credit check on me with a licensed credit reference agency using a soft search that does not affect my credit score. I understand my information will be used only for assessing this tenancy application, in line with UK GDPR.

Applicant signature (type or sign)

Date (DD/MM/YYYY)

Tenant Fees Act 2019: in England the landlord, not the tenant, pays for referencing. This form and its online version are provided free by RentFig and are not legal advice.