



Letting Your Home

with Black Grace Cowley

RLM D01C

REQUEST FOR AN EMPLOYER'S REFERENCE ON A TENANT

* Tenants employer details (To be completed by the tenant)

Employer/Company name
Address
.....
..... Postcode
Contact Position
....
NB. If the employer is a small company the contact name should be the MD,

Enquiry from:

Black Grace Cowley
51 Victoria Street
Douglas
Isle of Man
IM1 2LD
T: (01624) 645555
F: (01624) 645556
E: info@blackgracecowley.com

*Employees/tenants details (To be completed by the tenant)

Employee name
Employee address
.....
..... Postcode

*Employees/tenants consent (To be completed and signed by the tenant)

To be signed and dated by the employee/tenant who is the subject of this reference.

I (name of employee/tenant)
authorise (name of employer)to provide a reference on me.

Signed Date

*Employers enquiry details (To be replied to by the employer on company letterhead)

<p>The above person has applied to let a property through our agency and has given us your name as their employee for the purpose of an employer's reference. Please can you provide a written employers reference on company letterhead by answering questions 1 to 4 below. The information provided will be passed on to the Landlord of the property. Please quote the "Property/tenant reference" on your reply.</p> <ol style="list-style-type: none">1. Profession/Job title2. Employment status: Full time/Part time, Permanent/Temporary.3. Gross salary/wage.4. Period of employment.

BGC Checklist: Consent from the customer/tenant for the employer to provide the employment reference is signed and dated.

Property/tenant reference

Page 3 Document checked and completed by (Black Grace Cowley)