

# Landlord Reference Letter

Page 1: a factual reference for a tenant. Page 2: a request to send a previous landlord. Page 3: a call sheet for checking a reference by phone.

From (your name, as landlord or property manager)

Date

Your phone or email

To (prospective landlord or company)

## REFERENCE FOR

Tenant name(s)

Rental address

Tenancy start

Tenancy end (or "current")

Monthly rent (\$)

## THE TENANCY

Rent was paid on time: ☐ Always ☐ Almost always ☐ Often late

Proper notice was given: ☐ Yes ☐ No ☐ Tenancy still going

Condition of the unit: ☐ Good ☐ Normal wear and tear ☐ Damage beyond normal wear ☐ Not yet known

Complaints about the tenant during the tenancy: ☐ None ☐ Some (see comments)

Would you rent to them again? ☐ Yes ☐ No ☐ Prefer not to say

Other factual comments about the tenancy

Keep to facts about the tenancy: dates, rent, payment record, notice, the unit's condition and complaints. Don't mention family status, health, age, religion, source of income or other personal characteristics.

The tenant consented to this reference on (date)

Signature (or type your full name)

Printed name

Date

**REQUEST FOR A LANDLORD REFERENCE**

To (previous landlord)

From (prospective landlord)

Your phone or email, for the reply

Please reply by

The applicant named below has applied to rent from me and listed you as a previous landlord. With their consent, please confirm the facts of their tenancy: the dates, the rent and whether it was paid on time, whether proper notice was given, the condition of the unit, and any complaints during the tenancy. Please don't include anything about their personal characteristics.

**Applicant's consent**

Applicant's name

Address they rented from you

☐ I consent to the previous landlord named above giving the prospective landlord named above information about my tenancy, limited to the dates, rent and payment record, notice given, the unit's condition and any complaints.

Applicant's signature (or typed name)

Date

## REFERENCE CHECK CALL SHEET

Get the applicant's consent first (page 2). Find the previous landlord's number yourself where you can, rather than relying only on the one the applicant wrote down. Ask every reference the same questions, and don't ask about family, health, age, religion or other personal characteristics.

Applicant

Landlord you spoke to, and their number

Date called

☐ Applicant's consent on file   ☐ Number found independently   ☐ Confirmed they own or manage the property

1. Can you confirm they rented the address from you, and the dates?

2. What was the monthly rent?

3. Was rent paid on time? Is any balance owing?

4. Did they give proper notice before leaving?

5. What condition was the unit in when they left?

6. Were there complaints from neighbours or other tenants?

7. Would you rent to them again?

8. Is there anything else about the tenancy you'd like to add?