



LAND & ESTATE AGENTS  
SURVEYORS & VALUERS

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Dear Sir/Madam,

### **Residential Lettings**

We refer to your recent enquiry regarding renting a property from us. We now enclose an application form for completion by you in order for us to take up the necessary references required by the Landlord. The first form should be completed by the lead tenant and a copy of the second form entitled "Additional Applicant" should be completed by each additional adult who will be named on the lease. The completion of the application form enables us to obtain references for all applicants.

In order for us to process your reference efficiently we require the following:-

#### **If employed:-**

- A letter from your employers human resources department confirming your employment details
- Your two most recent payslips if paid monthly or your four most recent payslips if paid weekly.

#### **If self-employed:-**

- Your last three years accounts
- Accountants/Auditors details

#### **In all cases**

- 3 years utility bills or proof of address for the last 3 years with name and address on (one copy from 2019, 2020 and 2021)
- A copy of your driving licence or passport

If you have any queries regarding the above then please contact our Lettings Department.

Yours faithfully,

For C & D Rural