

29 March, 2011

Our Ref: TenancyRef

Dear Sirs

REQUEST FOR VERIFICATION OF THE CONDUCT OF A RENT ACCOUNT

Name(s) of Applicant(s):

Address:

Application Number:

I have been authorised by the above named to contact you for verification of their current tenancy agreement with you, following an application by them for mortgage facilities.

Please confirm whether the tenancy has been conducted satisfactorily and that all rent payments have been made on a regular basis, together with confirmation of the date the tenancy commenced.

Please would you endeavor to complete and forward this information to the Society by return to ensure that the applicants' request for mortgage facilities is not delayed.

Thank you for your assistance in this matter. A pre-paid envelope is enclosed for your reply.

Yours faithfully

Branch Head Office
Enc

TENANCY REFERENCE

Application Number:

Name(s) of Borrower(s):

Previous Address:

PLEASE ANSWER ALL QUESTIONS

- 1 Start date of tenancy : _____
- 2 End date of tenancy (if applicable) : _____
- 3 Monthly rent payment : _____
- 4 Were any payments 2 or more months in arrears at any time in the last 3 years? : Yes/No*
- 5 Highest amount of arrears at any one time (If the answer to question 4 is Yes) : £ _____
- 6 Account conducted to your satisfaction : Yes/No*

*** Please delete as appropriate**

Signed: _____ Date: ____ / ____ / ____

Position: _____ Company Stamp:

If a company stamp is not available, please confirm on your company headed paper that the information supplied is accurate