

[letting agent]
[address line 1]
[address line 2]
[address line 3]
[address line 4]
[postcode]

[date]

Dear [name]

Application number: [app no]
Tenant name: [tenant name]
Rental address: [tenant address]

I am pleased to confirm that I have completed a detailed assessment of your prospective tenant and enclose a copy of the Comprehensive Assessment report for your consideration.

The details contained in this Comprehensive Assessment report are to assist you in deciding whether to accept the applicant as a tenant and should not be used as the sole basis for making that decision. Our assessment is provided in good faith and is based on information provided to us by third parties. We cannot be responsible for any inaccuracy or omission in that information.

We recommend that you take and retain copies of the proof of identity and residency obtained from your prospective tenants.

If you have any queries regarding the information contained in the report please call me on 0845 849 4049.

Yours sincerely

[staff name]
[job title]

Comprehensive Assessment Report

Letting agent: [letting agent]	Contact address: [address line 1] [address line 2] [address line 3] [address line 4] [postcode]
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Tenant details: [tenant name]	Current address: [tenant address]
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Date of report: [date]	Application number: [app no]
Rent to be paid: [rental payment]	Overall rent risk assessment: [assessment rating]

Summary

[tenant name]

- Proof of identity, a passport, has been received and verified
- Proof of residency, a utility bill dated [date], has been received and verified
- The applicant has been located on the electoral roll at his current address from 2006–11
- There are no linked addresses located on the electoral roll
- No County Court Judgments or Bankruptcies were located at the address searched
- An employment reference has been received and confirms that the applicant commenced employment in [date] as a [job title] at [company name] and earns an annual salary of [amount]
- The employment reference confirms that the applicant is on a permanent contract and not under any notice of redundancy
- A landlord's reference has been received and confirms that all rental payments were made to the landlord's satisfaction and the property was maintained to a suitable standard
- The landlord has confirmed he would let to this applicant again in the future
- Based on the applicant's declared share of rent, the combined affordability, landlord's reference, previous payment history and credit search results this applicant has been assessed as very low risk

[tenant name]

- Proof of identity, a driving licence, has been received and verified
- Proof of residency, a bank statement dated [date], has been received and verified
- The applicant has been located on the electoral roll at her current address from 2009–11
- The applicant has been located on the electoral roll at her previous address from 2001–09
- There are no linked addresses located on the electoral roll
- There has been one County Court Judgment located for [amount] dated [date] and satisfied on [date].
- No Bankruptcy details were located at the addresses searched
- An employment reference has been received and confirms that the applicant commenced employment in [date] as a [job title] at [company name] and earns an annual salary of [amount]
- The employment reference confirms that the applicant is on a permanent contract and not under any notice of redundancy
- A landlord's reference has been received and confirms that all rental payments were made to the landlord's satisfaction, and the property was maintained to a suitable standard
- The landlord has confirmed he would let to this applicant again in the future
- Based on the applicant's declared share of rent, the combined affordability, landlord's reference, previous payment history and credit search results this applicant has been assessed as very low risk

Recommendation

This overall application has been assessed as **very low** risk.

The applicants qualify for Legal Expenses and Rent Guarantee Insurance. Documents will be sent to the landlord shortly.

We suggest you accept these applicants, based upon the information supplied.

Please note that the assessment being made highlights the likely risk of the prospective tenant not being able to meet the rental payments and is based upon information provided to us by third parties.

The contents of this report are protected under the Data Protection Act 1998.
Failure to safeguard personal data can lead to prosecution.
Please keep this report in a secure place and destroy it once it has been used for the purpose for which it was intended.

SAMPLE