

Employer Reference Check Email

Hello (Employer Name),

My name is (Your Name), and I received your name from an employee of yours that is interested in renting a property from me. The employee is (Potential Tenant Name).

If you have a couple of moments to answer the following questions, I would greatly appreciate it.

1. How long has (Potential Tenant Name) worked at the company? (Or how long did they work there if you are a previous employer?)
2. Is their current position secure and do they have a reasonable prospect of ongoing employment?
3. Is (Potential Tenants Name) a good employee?
4. Can you describe his/her character?
5. Can you confirm the income indicated on his/her rental application?

Thank you very much for your time today.

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)