Topic: How to Write a Landlord Reference Letter

SEO Title: How to Write a Landlord Reference Letter: Templates & Examples

Meta Description: Learn how to write a professional landlord reference letter with samples and templates. Get tips on crafting a strong tenant recommendation letter.

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Introduction

More landlords are asking their new tenants for a landlord referral letter along with the other typical documents required to secure a new rental property.

They use the tenant reference letter to make a decision on whether to accept the prospective renter into their property.

Your former tenant could soon reach out to ask for a rental reference letter.

And what you say in the letter could determine whether their new landlord perceives them as a quality renter or not.

So, where do you start?

In this article we will explore landlord tenant reference letters—its importance, reasons to write it, what to include and not include, and some landlord reference letter templates.

What is a Landlord Reference Letter?

A landlord letter of recommendation refers to a document written by a previous landlord following the request of a potential landlord.

The previous landlord gives a personal review of their former tenant based on their rental history and character.

The new landlord may require a landlord recommendation —as part of their prospective tenant's screening process—to determine whether the tenant is fit for their rental property.

A good landlord recommendation letter should leave the potential landlord with no doubt that their applicant would pay rent on time, be responsible, and keep the property in a good state.
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When Do Landlords Need to Write a Reference Letter?

As a landlord you may need to write a landlord reference letter if the prospective landlord of a former or current tenant requires it as part of the rental application.

Credit scores and employment status barely demonstrate the entire character of a tenant.

So, some property managers require this document to assess the full scope of a tenant's responsibility.

For example, did they break anything in their previous rental property?

In some instances, a former tenant could also ask you for a renter letter of reference to enhance their application.

This often happens when a former renter was self employed—they may have low credit scores, but have shown reliability in rent payments.

You can write a positive recommendation letter, if you feel your former tenant was good.

But, you also have a right to write a negative recommendation letter if you had mostly negative experiences with a former tenant.

In doing so, you protect the potential landlord from similar negative

experiences. Let's explore some of the aspects to include in a landlord

reference letter.

Key Elements of a Landlord Reference Letter

A tenant recommendation letter should contain simple, factual and objective information regarding a renter's previous lease.

1. **Landlord & Tenant Information**

After salutation, provide verifiable details, including your name and contact details, tenant's name, current rental address, tenancy dates, and their monthly rent.

2. **Rental History Overview**

Then, talk about how your former tenant treated you and your property. Did they pay their rent on time/consistently? Did they maintain your property's good state? Did they observe all the conditions provided in your lease?

3. **Tenant Behavior & Conduct**

You have to further state their conduct during tenancy. Did they maintain cleanliness? How often did they require repairs? Were there any notices issued over disorderly conduct?

4. **Recommendation Statement**

Finish it of by highlighting the positive attributes of your former tenant such as being cooperative. You should also include a statement on whether you would rent this tenant again.

5. **Closing & Contact Information**

Finally, offer the prospective landlord an invitation for further inquiries. And, put your signature and date.

Remember, avoid subjective opinions or legally confidential information as highlighted by the Fair Housing Act.

And, have evidence for any of your claims, especially the negative ones!

How to Write an Effective Landlord Reference Letter

When writing a landlord tenant recommendation letter for a prior renter, you must maintain professionalism regardless of your experiences with them.

Here are a few tips to help you maintain professionalism:

- ❖ Use positive yet truthful language

Ensure you use positive language when writing a landlord reference letter even if you had negative experiences with a former renter.

But, provide honest information.

You may be tempted to over exaggerate a tenant's good traits or hide a bad tenant's negative flaws hoping they leave sooner —don't.

Your document should show an accurate image of your former tenant and receipts/evidence to back up your claim.

Providing false information could lead to a defamation lawsuit.

- ❖ Keep it concise and professional.

While you may want to gush over a good tenant or highlight all the arguments you had with a bad tenant, a landlord tenant reference letter should only contain relevant information.

Do not give your opinions on the client. Rather, highlight their rental history with facts.

You can read through your lease to guide you in highlighting which policies were observed and which ones were not.

- ❖ Structure the letter for clarity and readability.

The best strategy to achieve a good-structured tenant reference letter, is to use a template.

A template will save you a lot of time as you can simply copy paste it and fill in with your information.

A template ensures that your letter has good flow and is readable.

After filling in your details, make sure to go through the letter to look for grammatical errors or any other inconsistencies.

- ❖ Offer specific examples of good tenancy behavior.

Avoid giving one-liners like “My client was nice”. Provide more details as to why they were great or they were bad.

If a client was cooperative, give examples on instances they showed

cooperation. But, do not give emotional responses, just facts that show a tenant’s

character. **Landlord Reference Letter Templates**

Still confused on where to begin on writing a landlord recommendation letter? It will be clearer when you look at the landlord reference letter templates below:

1. General landlord reference letter template

Tenant name:

To whom it may concern,

My name is_____ and I am writing to provide a reference for _____, who was a tenant at my rental property located _____from _____to _____. During this period, the rent was_____and _____(tenant’s name) is moving due to_____(reason for relocation).

During their tenancy _____(provide tenant’s positive attribute like paying rent on time and maintaining the property well).

Furthermore, they _____(provide another example of tenant’s good conduct such cleanliness).

In addition, they_____ (provide example of positive conduct such as being cooperative).

In conclusion, my experience with _____(tenant’s name) was great and I would gladly rent them again in future.

If you have any further questions regarding _____(tenant’s name) feel free to reach out to me.

Sincerely,

_____(landlord’s name)

_____ (landlord’s contact details)

_____(landlord’s email)

Here are samples based on different landlord experiences:

- **Positive reference letter sample.**

Mary paid their rent consistently and on time, they took care of the property, has a good credit score, and observed all the lease agreement terms. She also maintained high levels of cleanliness.

She was prompt to reply to any issues related to the property. She also maintained a good relationship with her neighbors.

- **Neutral reference letter sample.**

While Maria has a low credit score, she has proven to be a reliable tenant—making timely rent payments and observing our lease agreement terms.

Maria is very cooperative. She would always reply to my emails and communicated effectively in the case of any issues. She also had a good relationship with her neighbors and was always respectful and friendly.

- **Reference letter for tenants with minor issues.**

John had minor issues with delayed payments when he started out, but after we discussed the importance of timely payments, he improved significantly. I believe he would be a great tenant if offered continued guidance.

How to Handle Negative Tenant References

A landlord can decline to write a tenant reference letter, especially if a tenancy ended on bad terms.

Even if the tenant paid rent on time, you could decline to write a letter due to overall poor experience.

For example, a tenant who was always asking you for special favors or making demands, a tenant who sublet while ignoring stipulations in the lease, or a tenant who had a pet despite the no-pet policy,

You have to express these reasons to the tenant objectively and avoid using FHA protected classes (age, religion, disability…..) as part of your reasons for declining.

Always remember to have proof for your claims and do not use emotional language.

Why a Strong Tenant Recommendation Matters

A strong tenant recommendation is beneficial to both the landlords and tenants.

It offers a landlord reassurance that their potential tenant is reliable and suitable for

their rental property.

For tenants, a positive review enhances one's suitability to a rental property.
Landlord references, unlike other references offer an unbiased overview of how a tenant is likely to conduct themselves in their next rental property.

Common Mistakes to Avoid When Writing a Reference Letter

Writing a tenant recommendation letter is an easy task. And with the right template, your letter could be ready in seconds.

However, there are trivial mistakes you should avoid when writing a landlord reference letter.

The first mistake is providing vague or incomplete details. You should not give general remarks on your tenant's rental history or character.

Instead, give specific details.

A tenant reference letter is not a chance for you to get even with your tenant by sharing your opinions or feelings. Stick to the facts.

Also, you have to provide all the key rental history aspects of your tenant. Do not conceal a tenant's flaw as FHA laws prohibit providing partial data on the tenant.

Conclusion

The key to writing a good tenant recommendation letter is to be honest with both your previous tenant and their future landlord.

If you had negative experiences with them, it is best to professionally decline writing a reference letter.

If you had positive experiences with your tenant, your landlord letter of recommendation should reflect that fact.

Ensure your letter is simple, professional, concise, and provides a holistic overview of the tenant's rental history with you.

Keep in mind that you need to highlight any issues your tenant had during their tenancy.

FAQs

1. **What should be included in a landlord reference letter?**

A landlord reference letter should include tenant name, landlord name and contact information, rental history, and tenant's character and behaviour during tenancy.

2. **Can a landlord refuse to give a reference letter?**

Yes, a landlord can refuse to give a reference letter if they had mostly negative experiences with the tenant.

3. **How do I write a positive reference for a tenant?**

A positive reference letter for a tenant includes specific details of the tenant's positive character and rental history during their tenancy in your rental property.

4. **Is there a standard format for a rental reference letter?**

There is no standard format for writing a rental reference letter, but you have to include certain details like tenant name, landlord name and contact information, rental history, and tenant's character and behaviour during tenancy.

5. **How long should a landlord recommendation letter be?**

There is no recommended length for a landlord reference letter, but keep it precise.