[Insert date]

To whom it may concern;

**[Insert address of property]**

We are writing to express our strong interest in taking tenancy of your property located at [insert address].

We are a group of [insert number of people] students from Victoria University of Wellington *(or another institution or occupation)*, studying [insert what you and your flatmates are studying].

[Insert information regarding where you all lived last year – flats, student accommodation, Halls of Residence, home etc.].

[Insert one piece of information about each student, related to leadership, employment e.g. Marama works part time at restaurant on Cuba Street and Douglas is currently on the Executive of the Victoria University Debating Society].

We are clean, hard working and trustworthy people who will take care of and responsibility for this property. [Insert any other useful information, e.g. we love the location of this property as it is close to our employment or we love that this property has outdoor area that we can spend time in].

Thank you for your consideration. Please find the attached CV’s of [insert name of flatmates].

Yours faithfully

[Insert names of all flatmates].

Contact: [insert contact email address and mobile phone number of the primary flatmate].

**Contact Details:**

*As well as providing contact details for each flatmate, it is also helpful to include a ‘head and shoulders’ photograph of each flatmate.*

|  |
| --- |
| [Flatmate #1 first and last name] |
| [Flatmate #1 mobile number] |
| [Flatmate #1 email address] |

|  |
| --- |
| [Flatmate #2 first and last name] |
| [Flatmate #2 mobile number] |
| [Flatmate #2 email address] |

*…Continue for all flatmates.*

**Profile:**

*Each flatmate should write a character profile. This should only be a small paragraph (3-4 sentence), outlining* ***what each flatmate studies****,* ***where they work/volunteer****. Include any details that you think would be important for the landlord to know. This paragraph should expand on the information that you provided in the cover letter.*

**Flatting Experience:**

*Each flatmate should outline what their prior flatting experience is. If you do not have any prior flatting experience, say that you do not have any prior flatting experience and outline where each flatmate has been living (e.g. in a Halls of Residence).*

**Referees:**

*Each flatmate should provide at least two referees (e.g former landlord or employer, or a character reference), and if possible a written reference can be attached to the end of this CV.*

**[Insert flatmate #1 name]:**

|  |
| --- |
| [Insert name of referee] |
| [Insert your relationship with referee, e.g. Former landlord] |
| [Insert contact number of referee] |

**[Insert flatmate #2 name]:**

|  |
| --- |
| [Flatmate #1 first and last name] |
| [Flatmate #1 mobile number] |
| [Flatmate #1 email address] |