

HOUSING

E-MAIL BLUEPRINT

A blueprint that you can easily fill in with
your own details.



What's Inside This Blueprint?

In this guide, we'll walk you through everything you need to know to craft the perfect housing application email. Whether you're new to this or just looking to refine your approach, we've got you covered with:

- A simple, well-structured email template.
- Real examples that have worked for others.
- A blueprint that you can easily fill in with your own details.

With these tools, you'll be able to write an email that feels personal, professional, and stands out to potential landlords or agencies. Ready? Let's dive into it!

Part 1: Crafting the Perfect Email

Writing an email for housing might feel daunting, but it doesn't have to be! Here's a step-by-step template to help you introduce yourself, explain why you're a great tenant, and make a strong impression.

Email Structure:

Paragraph 1: Introduction

Introduce yourself with your name and age.

Explain why you're reaching out (you're interested in their available housing).

Paragraph 2: A Little About You

Briefly mention your current job or studies.

Include some details about your background.

Paragraph 3: Why You're Moving

Share the reason you're looking for new accommodation (moving for studies, work, or any other reason).

Paragraph 4: Your Hobbies and Lifestyle

Talk a bit about your hobbies or what you like to do in your free time.

Describe what kind of tenant you are (organized, quiet, clean, etc.).

Paragraph 5: Financial Information

Confirm that you're comfortable with the contract duration.

Mention if you have financial backing (for example, if your parents can act as guarantors).

Offer to provide any necessary proof if needed.

Paragraph 6: Closing

Thank the recipient for their time. Let them know you're open to further communication if they have any questions.

This template is a great starting point! Feel free to tweak it to reflect your own personality and situation. After all, the goal is to be both professional and personable.

Part 2: Real-Life Email Examples

Here are a couple of successful email examples from people who have used this structure to land a place.

Example 1:

Dear [Landlord's/Agency's Name],

My name is Axel Foley, and I'm 20 years old. I'm writing to express my interest in the apartment at Herestraat 99 in Groningen . I'm currently studying full-time at the University of Groningen, working towards a degree in Computer Science to become a Data Scientist.

In my free time, I enjoy reading, hiking, and playing guitar. I'm a quiet and responsible tenant who values a clean and peaceful living environment. I believe I would be a great fit for your property.

I'm happy with the contract's duration and would like to mention that my parents can act as guarantors if needed. I'm also ready to provide any documentation to support this.

Thank you for considering my application! I look forward to discussing this further with you.

Best regards,
Axel Foley

Example 2:

Dear [Landlord's/Agency's Name],

My name is Christina, and I'm 21 years old. I'd like to express my interest in the available studio at Nieuwe Ebbingestraat 95. Currently, I'm pursuing my master's degree in Economics at RUG and working part-time at Subway.

Outside of school and work, I enjoy painting and going to the gym. I'm not a big party person, and I really appreciate having a clean and organized space. I think I'd be a good match for this property.

I'm comfortable with the contract duration, and my parents can also serve as guarantors if necessary. I'm happy to provide proof of their support upon request.

Thank you for your time and consideration! I'd love the opportunity to discuss my application further. Feel free to reach out if you have any questions.

Best regards,
Christina

Part 3: The Email Blueprint

Here's the fill-in-the-blank version of the template so you can customize it with your own details. Simply copy, paste, and personalize!

Example 3:

Good morning/afternoon/evening,

My name is [Your Name], and I'm [Your Age] years old. I'm reaching out to express my interest in the apartment at [Address]. Your property seems like the perfect fit for me!

I'm moving from my current place because [reason for moving, like the lease is ending, or it's too far from work/school]. In my free time, I enjoy [mention your hobbies]. I'm a clean and responsible tenant, and I don't smoke or own any pets.

The lease terms you mentioned work well for me. Additionally, my parents can be my guarantors and have a steady income of [insert amount]. I'm happy to provide proof of this and any other necessary documents.

Thank you for considering my application. I'd love to chat more about this opportunity. Please feel free to contact me with any further questions!

Best regards,

[Your Name]

[Your Phone Number]

"Landlords or real estate agents may request the following documents when it comes to a rental agreement, so make sure you have them ready!"

For Students:

- 1. Proof of enrollment**
- 2. Copy of ID/Passport (ensure it is secure)**
- 3. Any potential guarantor (landlords often ask if you have someone who can guarantee your payments)**

How to make a secure copy of your ID? [Read here.](#)

If you currently rent a property:

- 1. Recently signed landlord's statement**
- 2. Bank statements showing rent payments for the last 3 months**

For Employees:

- 1. Copy of ID/Passport**
- 2. Recently signed employer's statement (and possibly the employment contract)**
- 3. Most recent pay slips**
- 4. Most recent bank statements showing salary deposits as per the pay slips**
- 5. Extract from the GBA (Municipal Personal Records Database)**

If you currently rent a property:

- 1. Recently signed landlord's statement**
- 2. Bank statements showing rent payments for the last 3 months**

How can we help you ?

**Receive new rental properties
directly in your mailbox and
be the first to respond.**

If you are looking for properties on the internet, you now know that you often have to check websites! We have built a search bot that does this more than 300 times a day on all reliable sources selected by us!

**We can search for you 24/7 without breaks, all you have to do is respond. That saves you a lot of time. our e-mail service is completely free! you pay nothing for this e-mail service!
So relax, and let us do the searching! We search for you completely free of charge!**

FEEL FREE

To contact us

hello@mijnaanhuurmakelaar.com