

How to Make a Rental Inquiry via E-mail

Many landlords prefer to receive rental inquiries via e-mail rather than by phone. Or, perhaps, a particular listing that has caught your attention is lacking ample information and you would like to learn more before submitting your rental application.

This is your opportunity to make a good first impression. It is important to note that landlords will use your e-mail inquiry as a method of pre-screening.

Follow these tips to present yourself as an ideal potential tenant and to optimize your chances of receiving a response from the landlord.

Example e-mail:

Hello Mr. Landlord,

My name is Tonia Glover and I am writing in response to your rental ad listed on the Community Rentals' Housing Registry. My current roommate and I are trying to find a peaceful place off campus to live in for the upcoming academic year, and we are very interested in your Bay Avenue unit; the location is perfect. We are both students at UCSC majoring in chemistry and psychology. We are quiet, studious, and can afford the rent through our part-time work and financial support from parents. We have a rental application packet available for your review.

We would love to arrange an appointment with you to see the place in person.

Please e-mail me your available times or call me at 831-555-5309. I look forward to hearing back from you.

Thank you for your time,
Tonia Glover

Do

- State who you are and why you need a rental
- Mention where you found their ad and how you can afford the rental
- Offer to provide references (work/volunteer/housing office)
- Include some highlighting feature from the original ad so that when you receive a response you can remember which rental you are talking about (ex. 4-bedroom 2.5-bath townhome in Seabright., address if provided).
- Ask questions about pertinent facts that may not be included in the ad
For examples, see CRO's flyer, "[Questions to Ask About a Rental](#)."

Don't

- Mention your age.
- Include a link to your Facebook
- Ask for pictures of the rental if the ad poster has not already indicated that pictures are available upon request.
- Show that you haven't fully read the ad by asking questions already answered in the ad.

For tips on making phone calls to a landlord, see "[How to Make the Initial Phone call on a Rental](#)."

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