

**EMPLOYER'S REFERENCE**

**Date.....**

Employee.....

Company name .....

The above named person has applied to us to take the tenancy of a residential property at a monthly rental of £                      and has given us your name for the purpose of employer reference.

We would be grateful if you would kindly answer the following questions and then **fax this letter to us on 01865 339336 or scan and email to caroline@simonfisher.co.uk**

1. How much is/ was the monthly salary? \_\_\_\_\_ £\_\_\_\_\_ NET / GROSS

2. Is the employee reliable and trustworthy (and capable of meeting the rent)? YES/NO

3. How long has the employee worked for this employer? \_\_\_\_\_ YRS \_\_\_\_\_ MNTHS

4. Any other comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE SIGN YOUR NAME HERE \_\_\_\_\_

PLEASE PRINT YOUR NAME HERE \_\_\_\_\_

Contact number \_\_\_\_\_

Thank you for your co-operation.

Yours faithfully

**Simon Fisher**

**Prama House, 267 Banbury Road, Summertown, Oxford, OX2 7HT Tel 01865 339335**

**PERSONAL REFERENCE**

**Date.....**

Tenant name.....

The above named person has applied to us to take the tenancy of a residential property at a monthly rental of £ \_\_\_\_\_ and has given us your name for reference purposes.

We would be grateful if you would kindly answer the following questions and then **fax this letter to us on 01865 339336 or scan and email to caroline@simonfisher.co.uk**

1. How long and in what capacity have you known the above person? \_\_\_\_\_  
\_\_\_\_\_

2. Is, to your knowledge, the above named person honest and trustworthy? .....YES/NO

3. In your opinion, would the above person(s) make a suitable tenant and be able to meet the financial commitment for a property at the monthly rental indicated? .....YES/NO

4. Any other comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE SIGN YOUR NAME HERE \_\_\_\_\_

PLEASE PRINT YOUR NAME HERE \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

Thank you for your co-operation.

Yours faithfully

**Simon Fisher**

**Prama House, 267 Banbury Road, Summertown, Oxford, OX2 7HT Tel 01865 339335**

**LANDLORD'S REFERENCE**

**Date.....**

Tenant name.....

The above named person has applied to us to take the tenancy of a residential property at a monthly rental of £ \_\_\_\_\_ and has given us your name for the purpose of reference.

We would be grateful if you would kindly answer the following questions and then **fax this letter to us on 01865 339336 or scan and email to caroline@simonfisher.co.uk**

- 1. How much is/ was the current monthly rent? £ \_\_\_\_\_
- 2. Has the rent always been received in full and on time ..... YES / NO
- 3. Has the above person kept the property in good condition .....YES / NO
- 4. Any other comments? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLEASE SIGN YOUR NAME HERE \_\_\_\_\_

PLEASE PRINT YOUR NAME HERE \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

Thank you for your co-operation.

Yours faithfully

**Simon Fisher**

**Prama House, 267 Banbury Road, Summertown, Oxford, OX2 7HT**

**Tel 01865 339335**