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## GUARANTOR APPLICATION FORM / REFERENCE FORM

***It is mandatory to complete the whole form. Please use black ink and capital letters.***

### Property details (to be completed by the landlord / letting agent)

Property address

Unique Property Reference number (UPRN):

Number of tenants moving into the property

Proposed tenancy period  
months

Proposed tenancy start date  
(dd/mm/yyyy)

Applicants' full names and share of the rent per calendar month

Name: £

Name: £

Name: £

Name: £

Rent for this property per calendar month

£

Will this be the only or principal home of at least one of the tenants?

☐ Yes ☐ No

### Guarantor identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?

(Proof of residency means two original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the Guarantor's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)

☐ Yes ☐ No, specify why

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?

☐ Yes

☐ No, specify why

### Guarantor details (everything below to be completed by the prospective Guarantor)

Title

All forenames

Surname

Also known as

Marital status

Any previous surnames

Date of birth  
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

<p>Current address</p>          <p>Time at address (x years/ x months):</p>	<p>Previous addresses during the last three years including status at each address</p>          
<p>Status at current address</p> <p> <input type="checkbox"/> Tenant (private)    <input type="checkbox"/> Tenant (council)    <input type="checkbox"/> Owner  <input type="checkbox"/> Living with friends    <input type="checkbox"/> Living with family  <input type="checkbox"/> Other, please specify         </p>	

<p>Please provide the address of any other UK property you own jointly or on your own.</p> 	<p>Do you enjoy diplomatic immunity?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
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**Personal references** *(must be a person who has known you for at least five years)*

<p>Forenames and full surname:</p> <p>Full address:</p>   <p>Telephone number:</p> <p>Email address:</p>	<p>Forenames and full surname:</p> <p>Full address:</p>   <p>Telephone number:</p> <p>Email address:</p>
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**Employment information**

<p>Employment type    <input type="checkbox"/> Full time employed    <input type="checkbox"/> Part time employed    <input type="checkbox"/> Temporary / contract    <input type="checkbox"/> Unemployed</p> <p> <input type="checkbox"/> Self-employed    <input type="checkbox"/> Retired    <input type="checkbox"/> Full time student    <input type="checkbox"/> Part time student  <input type="checkbox"/> Homemaker    <input type="checkbox"/> Other, please specify         </p>			
<p>Job title / occupation</p> 	<p>Business name and type of business</p> 	<p>Do you need a work permit to work in the UK?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>Employer's / accountant's name and address</p>   		<p>Employer's / accountant's landline phone number</p> 	
<p>Gross annual salary £</p>	<p>Time in job (years and months)</p>	<p>Department</p>	
<p>Payroll number</p>	<p>Are you in receipt of any other income (if Yes, please specify)</p>		
<p>Full contact name for employer / accountant reference</p> 		<p>Please confirm that the person within the company has the authority to provide a reference</p> <p><input type="checkbox"/> Yes</p>	
<p>Referee's position and department</p> 			<p>Referee's landline telephone number</p>

Referee's email address
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If fewer than six months in present job, please supply previous employer details, including time in that employment.
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<b>Current mortgage lender (if applicable)</b>
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Full name and address
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Amount of mortgage paid (per calendar month) £	Reference number (roll number/ account no. etc.)	Other relevant information
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Full name of contact person	Email address
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<b>Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)</b>
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Name of lenders / credit card companies	Loan amount	Monthly payment	Loan expiry date	Credit card limit	Card balance

<b>Financial history</b>
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Do you have any adverse credit history? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify
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<b>Other</b>
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Additional information that may be relevant to this applicant/application
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<b>Guarantor Responsibilities</b> The Guarantor will be required to pay the landlord and/or the landlord's agent for any reasonable losses suffered as a result of the tenant failing to fulfil any obligations under this agreement or failing to pay rent or other monies lawfully due. As Guarantor you will need to agree to pay, on demand and in full, any overdue rent or other monies lawfully due under the tenancy agreement for the full term and until vacant possession is given to the landlord. As Guarantor you will need to agree to make payments lawfully due, as above, even after the tenant has returned possession of the property to the landlord.
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## Guarantor declaration

I hereby confirm that, following reasonable enquiries, the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.

I confirm that I have been given the opportunity to read the relevant Guarantor Privacy Notice.

I understand that the information may be used by credit card companies, credit reference companies and existing/previous employers/accountants etc. The information can also be used during the tenancy for the management of the property, including but not limited to being used to collect debts.

I understand and agree that the letting agent will use the information provided to carry out the required referencing and to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and all or part of the holding deposit may be lost.

I understand that all application details, information given by credit reference companies and other ongoing information will be shared between the letting agent and landlord in accordance with the relevant privacy notice.

I understand that the referees listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property, we may be required to provide you with certain information prescribed by law. Please tick this box if we may email, using the email address above, providing any documents, other important information and notices to reduce our environmental impact through unnecessary printing.

☐

Signed by the Guarantor: ..... Print name: .....

Date: .....