

# GUARANTORS APPLICATION FOR TENANCY

David Moor Estate Agents	14 St Annes Road Headingley Leeds LS6 3NX
Tel: 0113 274 2033	



TAKING THE RISK OUT OF PROPERTY RENTAL

Scheme No: 1402700

To avoid any unnecessary delay, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned, if you have any questions when completing this form please call us on **0845 111 2222**.

## 1. TENANT DETAILS Who is the guarantor standing for? To be completed by the LETTING AGENT

**Applicant 1**  
Reference Number: \_\_\_\_\_ Surname: \_\_\_\_\_

**Applicant 2**  
Reference Number: \_\_\_\_\_ Surname: \_\_\_\_\_

## 2. PROPERTY TO LET To be completed by the LETTING AGENT

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_ Is this property: Let Only  Managed

Total rent for this property £ \_\_\_\_\_ per month

How much will the Guarantor cover: Applicant 1 share of rent £ \_\_\_\_\_ per month Applicant 2 share of rent £ \_\_\_\_\_ per month

Tenancy Term: \_\_\_\_\_ (months) Tenancy Start Date: \_\_\_\_\_

## 3. GUARANTOR PERSONAL DETAILS To be completed by the GUARANTOR

Title: Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Other Name(s): \_\_\_\_\_  
(Inc maiden name)

Date Of Birth: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

**Residential Status:** (please tick one) Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives

**Employment Status:** (please tick one) Employed  Self-employed  Retired  On Contract  Independent Means

Gross Annual Income £ \_\_\_\_\_

Telephone: \_\_\_\_\_ (inc STD) Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_

**Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not?** Yes  No

If YES, please detail on a separate sheet. Please note that if any adverse credit history is found, whether disclosed or not, your application to act as a guarantor will not be acceptable.

## 4. CURRENT & PREVIOUS ADDRESSES To be completed by the GUARANTOR

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

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## 4. PREVIOUS ADDRESS(ES) CONTINUED To be completed by the GUARANTOR

If you have lived at your current address for less than 3 years, please provide previous addresses below.

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

## 5. FINANCIAL INFORMATION To be completed by the GUARANTOR

Please tell us about your earnings and provide the details of a financial referee below (please tick one).

Current Employer  Pension Administrator  Accountant  Self assessment

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Inc STD) Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_  
*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Position Held: \_\_\_\_\_

Is this position: Permanent  Contract  Contract Term \_\_\_\_\_ Months \_\_\_\_\_ Hrs per week

Payroll/Service/Pension Number: \_\_\_\_\_

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 3 years*

Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Will your employment change before the proposed tenancy starts? Yes  No  If YES, please provide details below.

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future Employer  Second Employer  Pension Administrator  Accountant  Benefit/ Other

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Inc STD) Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_  
*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Position Held: \_\_\_\_\_

Is this position: Permanent  Contract  Contract Term \_\_\_\_\_ Months \_\_\_\_\_ Hrs per week

Payroll/Service/Pension Number: \_\_\_\_\_

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 3 years*

Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

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## 6. DECLARATION

To be completed by the GUARANTOR

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to the information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should the tenant, for whom I am proposing to act as Guarantor, default in respect of any of their tenancy covenants. I further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

I also understand that in the event of my defaulting in respect of my covenants as Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit. I understand that in the event of my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I also understand that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I understand that HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

I hereby authorise my employer /accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.

Signed	<input type="text"/>
Print name in full	<input type="text"/>
Date	<input type="text"/>

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**To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.**