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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

Prospective tenant name

Property type  Flat  Bungalow  Terraced house  
 Detached house  Semi-detached house

Content  Un-furnished  Partly furnished  
 Fully furnished

Number of tenants moving into the property

Proposed tenancy period  
months

Proposed tenancy start date  
(dd/mm/yyyy)

Rent for this property per calendar month  
£

Will this be the only or principle home of at least one tenant?  
 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 2 original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant'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

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

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

Title All forenames Surname(s)

Also known as Marital status Any previous surnames Relationship to tenant(s)

Date of birth (dd/mm/yyyy) Address

Telephone home Telephone mobile Telephone work Email Address

Nationality Passport number UK National Insurance No. VISA or other resident permit (if applicable)

Please provide the address of any other UK property you own jointly or on your own. Do any of the applicants enjoy diplomatic immunity?  
 Yes  No

Have you provided proof of ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you happy for us to do a Land Registry Check on your property if you are unable to provide proof of ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you understand £10.00 for the land registry check is non-refundable? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Next of Kin** (must be a person who has known you at least five years)

Forenames and full surname:

Full address:

Telephone number:

Email address:

**Employment information**

Employment type     Full time employed     Part time employed     Temporary / contract     Unemployed  
 Self-employed     Retired     Full time student     Part time student  
 Home-maker     Other, please specify

Job title / occupation	Business name and type of business	Do you need a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer's / accountant's name and address	Employers landline phone number
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Gross annual salary £	Time in job ( years and months)	Department
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Payroll number	Are you in receipt of any other income (if yes, please specify)
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Full contact name for employer reference	Please confirm that the person within the company has the authority to provide a reference <input type="checkbox"/> Yes
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Referee's position and department	Referee's landline telephone number
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Referee's email address	Referee's fax number
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If less than 6 months in present job, please supply previous employer details, including time in that employment

**Financial history**

Do you have any adverse credit history?  
 No     Yes, please specify

**Criminal record**

Have you any unspent criminal convictions?

- No       Yes, please specify

**Other**

Additional information that may be relevant to this applicant/application

**Guarantor declaration**

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

I give my consent to the information being used by credit card companies, credit reference companies, employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to being used to chase money owed.

I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined.

I understand that the referencing & administration fee payable for ourselves and our guarantor is non-refundable under any circumstances

I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.

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

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental

impact through unnecessary printing   

Signed by the applicant: ..... Print name: .....

Date: .....