



HOME
FINDERS

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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

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 2 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
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Also known as	Marital status	Any previous surnames
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Date of birth (dd/mm/yyyy)	Email address	Who will be funding the deposit?
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Telephone home	Telephone mobile	Telephone work	Fax number
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Current address: (required for Prescribed Information)

Time at address (x years/ x months):

Status at current address
 Tenant (private) Tenant (council) Owner
 Living with friends Living with family
 Other, please specify

Previous addresses during the last 3 years including status at each address

Please provide the address of any other UK property you own jointly or on your own.

Do you enjoy diplomatic immunity?
 Yes No

Bank details

Full name and address of your bank

Branch sort code - -

Account number

Account holder's name

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?

Yes No

Employer's / accountant's name and address

Employer's / accountant's landline phone number

Gross annual salary
£

Time in job (years and months)

Department

Payroll number

Are you in receipt of any other income (if yes, please specify)

Full contact name for employer / accountant reference

Please confirm that the person within the company has the authority to provide a reference

Yes

Referee's position and department

Referee's landline telephone number

Referee's email address

Referee's fax number

If less than 6 months in present job, please supply previous employer details, including time in that employment

Current mortgage lender (if applicable)

Full name and address

Amount of mortgage paid (per calendar month)
£

Reference number (roll number/ account no. etc.)

Other relevant information

Full name of contact person

Email address

Telephone landline

Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company

Loan amount / Monthly
card balance

Credit card
payment

Loan expiry
limit

date

Financial history

Do you have any adverse credit history?

- No Yes, please specify

Other

Additional information that may be relevant to this applicant/application

Guarantor Responsibilities

In consideration for the Landlord granting the Tenant a tenancy of the Property, you the Guarantor agrees 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 of his obligations under this agreement or failing to pay Rent or other monies lawfully due.

As Guarantor you agree to pay, on demand and in full, any overdue Rent or other monies lawfully due under this agreement for the full Term and until vacant possession is given to the Landlord.

As Guarantor you agree to make payments lawfully due, as above, even after the Tenant has returned possession of the Property to the Landlord.

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 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 chase debts.

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 and all or part of the holding deposit may be lost.

I understand that information given by credit reference companies will be shared with 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 you this information and other documents and notices to reduce our environmental impact through unnecessary printing.

Date:

Signed by the Guarantor: Print name:

General Data Protection Regulations

Privacy Notice

Data Controller

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Registered Office : 4 High Street
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Registered In England - 04640120
Telephone: 01884 33094
FAX: 01884 33092

ICO Registration Number: Z9116198

Your Personal Data

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data may be shared with the tenants, other guarantors and the landlord of the agreed tenancy to ensure that any obligations under the Deed of Guarantee can be fulfilled. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the Deed of Guarantee of the agreed tenancy without your explicit consent.

Right to Deletion

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt

Subject Data Access Request

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

Complaint

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.