



**Please note that we require guarantors for our tenancies to be homeowners living in the UK.**

*Before you submit any application for a rental property, we recommend that you read the DCLG's "How to rent" booklet, available from [www.gov.uk/government/publications/how-to-rent](http://www.gov.uk/government/publications/how-to-rent).*

Address of tenancy you propose to act as guarantor for (including post code)	Rent pcm

**1 GUARANTOR'S PERSONAL DETAILS**

First names (in full)	Surname

Any previous names in full

Gender	Date of birth (DD/MM/YY)	Place/country of birth
Male      Female	 	 

National Insurance Number	Occupation	Gross annual income ( <i>proof reqd.</i> )

Current address (including post code)

Time at this address	Status: Home owner with mortgage / renting / with relatives etc.
Years      Months	 

Tel: Home	Mobile	Work

Email address

May we communicate with you in connection with this tenancy by electronic means?      Yes / No

Do you have, or have you had in the past, any adverse credit: IVA / CCJs / bankruptcy? Yes / No

If you have answered "Yes" above, please provide full details here:  
(Continue in section 6 or on a separate sheet if necessary)

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## 2 TENANTS GUARANTEED

Full name(s) of tenant(s) for whom you will act as guarantor

Full name	Relationship to you

## 3 ADDRESS HISTORY

Previous addresses for the last 3 years

Address (including postcode)	Dates	Landlord's name & contact details

#### 4 EMPLOYMENT / MAIN SOURCE OF INCOME

Name and address of employer including postcode

*If self-employed, please give accountant or lawyer as referee.*

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Date started DD/MM/YY      Present position / employee no.

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Employer referee name      Position

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Telephone number(s)      Email

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*If you have been with your current employer for less than 6 months, please also provide the same information regarding your previous employer. There is space available below and on page 4.*

#### 5 CHARACTER REFERENCE (OPTIONAL)

Name and contact details

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Occupation (previous occ. if retired)      How long known?      Relationship to you

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#### 6 ANY ADDITIONAL INFORMATION THAT YOU THINK MAY BE RELEVANT

*If you have significant income from sources other than your main job, please provide a breakdown.*

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*Giving full information will avoid delays.  
(more space overleaf)*

## 6 ADDITIONAL INFORMATION (continued)

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## 7 DECLARATION BY APPLICANT

I apply to act as guarantor for a tenancy as per this application.

I hereby acknowledge and agree that:

1. The information I have given on this form is true and complete
2. My current and previous landlords, employers and any other referees may be contacted for references
3. The landlord may contact reference companies and credit reference checks and county court judgment checks may be made
4. I must produce identification as listed below before my application may be considered
5. Information about this application (and the tenancy if granted) may be recorded on computer, passed to third parties and used for reference purposes in the future (see "Using your personal information" page)
6. I must produce evidence of my income (3 months' payslips or bank statements) before my application may be considered
7. I have seen the EPC for the property (a copy may be downloaded from [epcregister.com](http://epcregister.com))

I further understand that, under Ground 17 in Part II of Schedule 2 of the Housing Act 1988, a landlord may seek possession (including during fixed term) where he/she has been induced to grant a tenancy by a false statement made knowingly or recklessly by (a) the tenant or (b) a person acting at the tenant's instigation.

Signed by applicant		Dated	
Print name			

## 8 IDENTIFICATION SEEN

*To be completed by landlord*

Photographic ID

Passport / Driver's licence	
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Proof of address

Proof of National Insurance no.

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Proof of income

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# Using your personal information

Personal information which you have supplied to us may be used in a number of ways, for example:

- To make a decision about granting a tenancy
- To confirm identity and obtaining references
- For tenancy/licence agreement preparation
- Debt collection
- Providing references and the conduct of any tenancy in the future
- Providing information to utility companies or a local authority about any tenancy

## Landlord and agent

The landlord may share your information to an agent for the purpose of dealing with this application and any tenancy on behalf of the landlord. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained.

## References and application for a tenancy

For the purpose of deciding whether to offer a tenancy or licence, your information may be provided to any of the following:

- Third party referencing companies and credit reference bureaus
- Current and previous landlords or agents
- Current and previous employers/accountants
- Individuals for a character reference
- Banks or building societies

We may pass your information to an agent to carry out any checks on our behalf but we will not disclose any information to any other individual or company except to prevent fraud or if required to do so by law.

Checks conducted may include:

- Obtaining information about county court judgments, bankruptcy etc.
- Identity confirmation
- Other public information such as electoral roll
- Conduct of current or previous tenancies with other landlords or agents
- Employment confirmation
- Confirming and assessing affordability
- Confirming the contents of this application

## If a tenancy is granted

Where a tenancy or licence is offered or granted, the information you have provided will be used for the preparation of an agreement and any prescribed information.

More information about the use of your information during and after a tenancy or licence will be found in the agreement if granted.

## If a tenancy is not granted

Where a tenancy or licence is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed.

## Application remains subject to contract

Any offer or granting of a tenancy/licence remains subject to contract throughout the application process until a written tenancy or licence agreement has been signed by all parties.

## Declaration by applicant

I understand the following:

You will use the information I have provided to process the associated application for a tenancy or licence.

You may get information about me from certain other organisations and individuals, or give information about me to them to: make sure the information is accurate; prevent or detect fraud; and confirm affordability. These other organisations include credit referencing agencies or bureaus, landlords, employers or other companies/individuals as provided by me.

If I give information that is incorrect or incomplete it may mean that a tenancy or licence is not offered and I or the tenant may lose any money paid to date (for example a holding deposit) or, if a tenancy were granted, possession could be sought on the grounds of false information.

I declare that the information I have given on this form is correct and complete.

Signed by applicant:

Dated