

## GUARANTOR APPLICATION FORM

### PLEASE READ BEFORE COMPLETING AND SIGNING THE GUARANTOR APPLICATION FORM

**GUARANTOR** In certain circumstances a guarantor may be required to support an application to let. A guarantor is required in this instance and you have been put forward to act in this capacity. You are advised to take independent professional advice before signing anything.

**REFERENCES & IDENTIFICATION** All tenancies are offered subject to satisfactory references (see the signature section of the application form for details of the references which may be taken). **Two forms of identification are required when you submit this application EG Driver licence & gas/electric bill.** The right is reserved to reject any application.

**THE GUARANTOR AGREEMENT** As a guarantor you will be required to sign a separate 'Deed of Guarantee'. This document will bind you to the contract throughout the entire term of the tenancy and cannot be cancelled or withdrawn. As guarantor, your obligations include, (but may not be limited to) paying any rent, plus the cost of any dilapidations (Normal wear and tear accepted) if the tenant(s) fail to.

**THE TENANCY AGREEMENT** The tenants will be asked to sign a fixed term Assured Shorthold contract. Prior to signing the tenancy agreement you and the tenants will receive a draft tenancy agreement.

Whilst we endeavor to make our property details accurate and reliable, they should not be relied on as statement or representation of fact and do not constitute any part of an offer or contract. Aston & Co Estate & Letting Agents and The Owner do not make or give any representations or warranty in relation to the property. If there is any point, which is of particular importance to you, we will be pleased to check the information for you. We strongly recommend that you verify all the information we provide about the property on inspection. E.G The extent of furniture or furnishings to be included or excluded. The properties offered to let are not owned by Aston & Co Estate & Letting Agents. Astons act as agents for owners and some owners may wish to self manage their properties I.E. Collect rent, carry out their own inspections and in certain circumstances use their own tenancy agreement and deal directly with the tenant following completion of the tenancy agreement.

### Information for Guarantors

#### **HOLDING DEPOSIT**

**Where the application is agreed in principle, we will ask the applicants to pay a holding deposit equal to 1 weeks rent.**

We have 14 days in which to carry out reference checks etc. and come to an agreement with them regarding the tenancy (This period may be extended if both parties come to a written agreement).

The holding deposit will normally be refunded to the applicant where the landlord decides not to enter into a tenancy agreement.

Any refund is subject to the following exceptions:-

- The Applicant does not have a right to rent a property in the UK and the Landlord or his Agent did not know, and could not reasonably have been expected to know this, before the holding deposit was accepted;
- The Applicant provides false or misleading information, and the Landlord or his Agent is reasonably entitled to take into account the Applicant's actions or the difference between the false and correct information in deciding whether to grant a tenancy to the Applicant;
- The Applicant notifies the landlord or letting agent within 14 days from receipt of the holding deposit that the Applicant does not want to enter into a tenancy agreement;
- The Landlord or his Agent takes all reasonable steps to enter into a tenancy agreement, within 14 days from the date of receipt of the holding deposit, but the tenant fails to take all reasonable steps to enter into the agreement before that date.

#### **DILAPIDATION DEPOSIT**

**A dilapidation deposit equal to 5 weeks rent is payable by the applicant on or before the start of the tenancy. The Holding Deposit may be applied towards the dilapidation deposit.**

The dilapidation deposit is held against the terms of the Tenancy Agreement and is returned at the end of the tenancy, subject to satisfactory check out procedure, rent and other payments on the property being paid in full. The deposit will be protected under a Tenancy Deposit Protection Scheme operated by The Deposit Protection Service (DPS), The Pavilions, Bridgwater Road, Bristol, BS99 6AA Website:- <http://www.depositprotection.com> Dedicated help line:- **0844 4727 000.**

Details of the scheme and the dispute resolution provisions will be issued within 14 days of receipt of the deposit. If we are employed by the Landlord just to find and install a tenant, the deposit may be passed to the Landlord at the start of the tenancy and we will instruct the Landlord to supply you with full details of the Tenancy Deposit Scheme that he has elected to use within 14 days of the start of the tenancy.

## 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month £  Guarantor's share of rent per month £

**Let type:** Managed  Rent collection  Let only

**Property type:** Detached  Semi detached  Flat  Terraced  Bungalow

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

Is the full term being paid in advance? Yes  No

## 2 Personal Details (To be completed by the Guarantor)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Previous/Other Names

Date of Birth (DD / MM / YYYY)    Email Address

Contact Number  Mobile Number

Resident Status UK Resident  Overseas Resident  Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Name  Bank Account Number  Bank Sort Code

**In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?**

If yes: CCJ  Bankruptcy  Insolvency  Other

**Employment Status** (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed  Self-Employed  Retired  Savings  Investments

## 3 Address History Details (To be completed by the Guarantor)

**Current address** (3 lines of address)

*We require three years of address history or a maximum of three addresses.*


Postcode

Duration at the address

Years

Months

**Residential Status:**

Currently Renting

Living with friends or relatives

Homeowner

**Previous address 1** (3 lines of address)


Postcode

Duration at the address

Years

Months

**Previous address 2** (3 lines of address)



Postcode

Duration at the address

Years

Months

## 4.1 Financial Details - Employed 1 (To be completed by the Guarantor)

 You can provide the details for multiple employers if needed.

Company Name

Company Address

Name of Financial Referee

Financial Referee Position

Contact Number

Mobile Number

Email address

Your Job Title

Payroll/Employee Number

Annual Salary

£

Annual Overtime

£

Annual Bonuses

£

Start Date

**Tick all that apply:**

Full Time

Part Time

Temporary

Permanent

Zero Hour Contract

## Employed 2 (To be completed by the Guarantor)

Company Name

Company Address

Name of Financial Referee  Financial Referee Position

Contact Number  Mobile Number

Email address  Your Job Title

Payroll/Employee Number  Annual Salary  £

Annual Overtime  £ Annual Bonuses  £ Start Date

**Tick all that apply:**

Full Time  Part Time  Temporary  Permanent  Zero Hour Contract

## Employed 3 (To be completed by the Guarantor)

Company Name

Company Address

Name of Financial Referee  Financial Referee Position

Contact Number  Mobile Number

Email address  Your Job Title

Payroll/Employee Number  Annual Salary  £

Annual Overtime  £ Annual Bonuses  £ Start Date

**Tick all that apply:**

Full Time  Part Time  Temporary  Permanent  Zero Hour Contract

## 4.2 Financial Details - Self Employed (To be completed by the Guarantor)

Net Profit £  Start Date

If you complete your own tax returns, please confirm the form used below:

**Self Assessment Tax Return or Tax Calculation:** HMRC SA100  HMRC SA302  1st tax return not filed yet   
*(If one of these boxes are ticked, you may need to provide proof of this)*

If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address

Contact Number  Mobile Number

## 4.3 Financial Details - Pension/Retired (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Pension Provider  Start date of pension  Annual Income £

Pension Provider 2  Start date of pension  Annual Income £

Pension Provider 3  Start date of pension  Annual Income £

## 4.4 Financial Details - Savings (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Value of savings £

## 4.5 Financial Details - Investments (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Value of investments £  Investment Scheme/Company

**5 Additional Information** (To be completed by the Guarantor)

If there is any other information relevant to this application to make us aware of.

## Additional Financial Information

Your reference will be completed by Let Alliance on behalf of your agent. Let Alliance will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

**By completing and submitting this application you confirm the following:**

- The information you have provided in this application is true to the best of your knowledge
- You are happy for Let Alliance to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for Let Alliance to contact your referees (including those outside the EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.

**About your reference**

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- Let Alliance is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation 2018
- Let Alliance may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks
- Let Alliance will share your information with credit reference agencies who may record the results of this search. This information may also be used for debt tracing and fraud prevention. The credit reference agencies will record our enquiries and will leave a footprint, but this does not affect your credit rating
- If you default on your rental payments, Let Alliance may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance
- Let Alliance may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to LetAlliance

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.letalliance.co.uk/privacy-policy/>.

Details of addresses, including past, current, and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both You, the data subject, and the thirdparty companies. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.letalliance.co.uk/privacy-policy/>. You can also find out more about the referencing process on <https://www.letalliance.co.uk>.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

**I have read and agree to be bound by the above terms.**

**Signature of guarantor**

**Full Name**

**Date (DD / MM / YYYY)**

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

## Keeping you informed

**Yes** - Let Alliance is a PIB Group company. We'd love to contact you to tell you about the range of products and services we provide. We won't share your data with anyone else for marketing purposes. Tick this box if you do want to hear from us by phone, post, email or SMS.

**Yes** - We help thousands of people get great deals and discounts on their TV and Broadband. You might not be moving home, but we could still let you know the latest deals. As part of this service, your data may be shared with our selected partners, and you will be contacted with the latest deals available. Please tick the box below to find out how we can help you.