

Guarantor Application

80 Station Road
Clacton on Sea
Essex CO15 1SP
Tel: (01255) 221575
Fax: (01255) 476753
www.lettinglink.co.uk

THE Letting LINK

BLOCK CAPITALS AND BLACK INK PLEASE

Address of Property
Application is for:-

Postcode

Agreed Monthly Rental

£

Full Name inc.
Middle Names

Title

Full Names

Surname

Male / Female

Marital Status

Maiden Name /
Also Known As

Contact Details

Home:-

Mobile:-

Other:-

Email:-

National
Insurance No.

Date of Birth

Tenants Name(s)

Current Address

Date of moving to
current address

If less than 3 years
at above address,
please supply
previous addresses
and postcodes to
cover 3 years.

Postcode

Date moved in

Postcode

Postcode

Date moved in

Have you had any criminal
convictions within the past five years,
ever been made bankrupt, entered
into an I.V.A. or had any judgement
for debt made against you?
If YES please provide details.

YES / NO

Have you ever been refused Council,
Housing Association or Private Sector
rented accommodation within the
past five years?
If YES please provide details.

YES / NO

Reference Details

Employment Details. Please supply name, address, telephone and fax numbers of your employer. If your current employment is for less than six months please supply the details of your previous employer. If you are self employed please provide details of your accountant.

Status	<input type="text" value="Employed / Self employed / Part time employed / Student / Retired / Unemployed"/>	
Name	<input type="text" value="Title"/>	<input type="text"/>
Address	<input type="text"/>	
	<input type="text"/>	
Email	<input type="text"/>	
Contact No.	<input type="text"/>	Fax No. <input type="text"/>

Your Job Title	<input type="text"/>	Your Yearly Salary	£ <input type="text"/>
Start Date	<input type="text" value="/ /"/>		

If your current employment is for **less than six months** please supply the details of your previous employer and the details of your position as listed above. (Use sep. sheet if req.)

Previous Employer

Proof of Home Ownership

To confirm that you own your own home, please indicate below which document(s) you are providing with your application.

Solicitors Completion Letter	<input type="checkbox"/>	Mortgage Statement	<input type="checkbox"/>
Mortgage Completion Letter	<input type="checkbox"/>	Copy of Title Deeds	<input type="checkbox"/>
Land Registry Documents	<input type="checkbox"/>	Other (please detail)	<input type="text"/>
			<input type="text"/>

IF THERE ARE ANY OTHER REFERENCE DETAILS/INFORMATION YOU FEEL SHOULD BE NOTED IN THIS APPLICATION, PLEASE LIST THE DETAILS ON THE BACK OF THIS FORM.

Important! Returning the Application Deposit

If this application is unsuccessful, the tenancy application deposit will be returned to the bank account detailed on the applicants forms. All application deposits are deemed to be received from the applicants, regardless of who actually pays the monies to us. If this money should be returned to your bank account, please ensure that it is your bank account detailed on each of the applicants forms.

I understand that by signing this agreement the Landlord(s) or the Applicant(s) are not committed to proceed with this tenancy. However should the Applicant(s) decide not to proceed with the tenancy their application fee will be retained.

I hereby give The Letting Link permission to carry out enquiries necessary in connection with this application. I authorise you to disclose any information about me and my account to any credit reference agency who may retain a record of any such search. Information thus registered is used only to help make credit and insurance decisions or occasionally for fraud prevention or tracing of debtors. I declare that I have never been bankrupt or entered into any agreement with creditors or had any judgement for debt outstanding, unless detailed previously on page 1 of the application form. I confirm that the supplied information is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary.

I also give permission for The Letting Link to pass the results of my referencing to the prospective Landlord(s).

I understand that by taking this responsibility I will be liable to the Landlord for: -

(a) Any and all rent not received from any of the named Tenants or from some other means by the due date as laid out in the tenancy agreement.

(b) Any and all damage caused by any of the named Tenants.

(c) Any and all costs incurred due to a failure to observe any obligations or responsibility on the part of the named Tenants.

I accept that my responsibility will last for the full length of this tenancy and that if the Tenants and Landlord agree to continue this tenancy with a periodic tenancy, I understand that I will be responsible for the full length of this tenancy, however long this period may be. My responsibility will only end if the tenancy terminates and the Tenants vacate or if the Tenants and Landlord sign a new Tenancy Agreement without me being named as Guarantor.

I accept that if there is any failure to meet any of the above obligations on the part of any of the Tenants, the Landlord or Agent may not inform me immediately and may look to the Tenants to remedy the situation first. I understand that this action will not reduce my liability in any way.

I understand that this information is for guidance only and that the relevant clauses in the tenancy agreement will form the basis of my responsibility to the Landlord.

PLEASE ENSURE YOU UNDERSTAND THE IMPLICATIONS BEFORE SIGNING

(If you do not understand you should seek independent advice from a solicitor or The Citizens Advice Bureau).

Signature

Witness Signature
(over 18 and not a tenant)

Name

Name

Date

Address

Privacy Notice (Data Protection)

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). If you would like further information regarding this, please ask for a copy of our Privacy Policy.

Instructions for Completing your Guarantor Application Form

Important notes on completing this form:-

Please read all these notes as they will assist you in completing this form and will help prevent the tenants application being rejected due to incorrect information being given.

Complete the form in block capitals and with black ink. If there is not enough room in a box, please continue on a separate sheet.

1. Enter the address of the property that the tenant(s) are applying for.
2. Enter the amount of rent that will be charged each month.
3. Enter your title, full name, including any and all middle names and surname.
4. Delete to show whether you are male or female.
5. Enter your marital status e.g. single, married, separated, divorced etc.
6. Enter your maiden name or any names you have previously been known by. (if applicable).
7. Enter your contact details. If you have an additional number state what it is. e.g Mobile or work and also enter your email address.
8. Enter your National Insurance number.
9. Enter your date of birth.
10. Enter the tenants names who are applying for the property.
11. Enter the full address including postcode of where you live now.
12. Enter the date when you moved into the address you live at now.
13. Enter addresses including postcode of where you have lived for the past three years.
14. State whether you have ever had a criminal conviction, been made bankrupt, entered into an individual voluntary arrangement with your creditors or had a judgement for debt made against you within the past five years. If so state which one and give the details.
15. State whether you have ever been refused accommodation in the last five years and if so why.
16. Enter your current employment details, giving name of person to write to, company name, address, telephone and fax number or email address. If less than six months also give details of your previous employer. If you are self employed please enter your accountant details.
17. Complete which form of proof of home ownership you are including.
18. Note any further information which you feel may be necessary on the back of the form.
19. If you have read and understood the declaration, sign and enter your name and the date. Then ask somebody over the age of eighteen to sign as a witness to your signature and enter their name and address. This should not be witnessed by any of the tenants that are applying for the property. This also gives us permission to obtains references for you.
20. The tenant will then need to return your completed forms to our offices with a copy of proof of residency for your current address e.g a utility bill, bank statement, insurance documents. This must be dated and no older than six months.

Detailed below for your information is a copy of the declaration which you signed on page three:-

I understand that by signing this agreement the Landlord(s) or the Tenant(s) are not committed to proceed with this tenancy. However should the Tenant decide not to proceed with the tenancy their application fee will be retained.

I hereby give The Letting Link permission to carry out enquiries necessary in connection with this application. I authorise you to disclose any information about me and my account to any credit reference agency who may retain a record of any such search. Information thus registered is used only to help make credit and insurance decisions or occasionally for fraud prevention or tracing of debtors. I declare that I have never been bankrupt or entered into any agreement with creditors or had any judgement for debt outstanding, unless detailed previously on page 1 of the application form. I confirm that the supplied information is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary.

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- (b) Any and all damage caused by any of the named Tenants.
- (C) Any and all costs incurred due to a failure to observe any obligations or responsibility on the part of the named Tenants.

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(If you do not understand you should seek independent advice from a solicitor or The Citizens Advice Bureau).

Signature	Witness Signature (over 18 and not a tenant)
Name	Name
Date	Address

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