



LETTINGS & PROPERTY MANAGEMENT

GUARANTOR APPLICATION FORM

Notes: It is vitally important that any person/s considering acting as a guarantor are aware of the financial commitment and responsibilities relating to this role.

A Guarantor may be required in some instances for a Tenancy to proceed. A surety or rent guarantee is generally used whenever the tenant's ability to pay the rent is in question or where there has been a frequent change in employment or indeed a gap in the tenant's employment history. An additional fee of £100 plus VAT is payable where a Guarantor is required and should be returned with this form.

PROOF OF ID & PROOF OF ADDRESS

- In addition to the completed application form and fee, we require 1 form of personal identification for each prospective tenant (with a photograph) i.e. passport, current full driving license, ID card.
- We also require 2 forms of original evidence of your current address (covering a 6 month period) for each prospective tenant i.e. current council tax bill, utility bill within the last 6 months (not a bank statement), mortgage statement, current signed Tenancy Agreement etc....

Similar credit checks and reference checks will be undertaken on the guarantor as would be taken for a tenant in order to establish the guarantor's ability to meet any defaulted rent payment or other costs relating to the tenancy.

Once satisfactory references are obtained for the guarantor, the guarantor will be required to sign both the Tenancy Agreement and a Guarantor Agreement, which are both written legal agreements between the tenants, guarantor and the landlord. The signing of these documents will be required prior to the start of the tenancy. The Guarantee Agreement will apply to both the initial fixed term agreement and will provide for the continuance of liability under any extension or renewal.

As the Tenancy Agreement is a joint and severally liable agreement, the guarantor will be required to guarantee the full amount of rent for the specified tenant.

It is important that when standing as a Guarantor, that the financial implications and responsibilities are understood.

Should you wish to clarify any of the information above or wish to discuss any aspect of acting in the capacity of guarantor then please do not hesitate to contact Cowdel Clarke on 01925 600290

On completion of referencing the guarantor, will be required to sign both the Guarantee Agreement and the Tenancy Agreement. These signatures are required before the let can commence.

Please sign below as confirmation that you have read and understand the commitment required when acting as guarantor.

Signed _____ Date _____

GUARANTORS DETAILS - [All sections must be completed](#)

Address of property (tenant applied for) _____

Applicants full name _____

Guarantor **Full** Name: _____

D.O.B: _____ Marital Status: _____ National Ins. No. _____

Current Full Address _____

Period at address _____ Owner / Private Tenant / Council Tenant / With Parent or relative
(See below)

Tel: (home) _____ (work) _____

(mobile) _____ (email) _____

If less than three years at the current address, please provide previous addresses (in full) and dates of occupancy (including postcodes)

**Are you aware of any adverse credit history (i.e. Defaults, CCJ's, IVA's or Bankruptcy, etc...)?
YES / NO**

If yes please detail

EMPLOYMENT DETAILS

Employer

Company name: _____ Job Title: _____

Company address: _____

HR Contact Name: _____

Tel: _____ Fax: _____ Email: _____

Start date: _____ Salary £ _____ Commission _____

Is this position Permanent/Contract/Agency (If yes, please state contract length)? _____

Past Employment Details: (if your current employment if for less than 1 year. Please provide details for last three years if applicable – including University/travelling etc) with Contact Name and Telephone No's.

If self-employed:-

Name of business _____ Nature _____

Address of business _____

_____ Years in business _____

Salary/turnover: _____

Accountants Name _____

Address _____

Tel _____ Fax _____ email _____

Bank/Building Society Details

Bank Name: _____

Address _____

Name of Account: _____

Sort Code _____ Account no. _____

Personal Reference (must not be a relative or employer)

Name _____

Address _____

Tel (day) _____ Fax _____ email _____

Relationship _____

Next of Kin

Name _____

Address _____

Tel _____ Relationship _____

Declaration (please read this carefully before signing below)

I understand that the information on this form will be used in assessing a Guarantor for a tenancy. I confirm that the information above is correct. I agree to Cowdel Clarke (along with any agents appointed by them) taking any references and checking any details they see fit. I agree that all information supplied can be stored on computer.

Guarantor Signature: _____**Date:** _____