

HOW TO APPLY AS A GUARANTOR

As you have kindly agreed to act as a guarantor for one of our prospective tenants, please complete the application form and return it to us with proof of ID along with the fee of **£95.00**.

Proof of ID must be produced with the reference form – Passport or National ID card together with valid VISA (if applicable) in order to comply with Right to Rent legislation. If Passport is not available Driving Licence AND birth Certificate or recent letter from employer or HMRC (Originals MUST be seen).

It is most important to understand that you will be fully responsible for any non payment of rent, together with any additional financial liability associated with this tenancy which is incurred by the tenant. **Please note this Guarantee Agreement remains effective for as long as the tenant remain at the property.**

In general, once satisfactory references are approved, it will then be necessary for all tenants and guarantors to come to the Shipmans office and sign the contracts before the letting commences. At this time, we require one month's rent in advance plus a minimum of 1.5 month's rent which will be held as a damage deposit. This must be paid by bankers draft, cash or electronic bank transfer. Subsequent rental payments must be made by a single standing order.

Tenancies are usually an Assured Shorthold Agreement for a minimum of 6 Months and then usually continue on a periodic basis thereafter.

All fees once paid are non refundable whether application is acceptable or not.

Fees as listed are inclusive of vat.

By submitting this application you accept it is sometimes necessary to share your information with the Landlord.

ESTATE AGENTS VALUERS PROPERTY MANAGEMENT LETTING AGENTS

Shipmans Independent Property Services

rentals@shipmans.co.uk

Scheme No. 1502614

Telephone 01603 765 858

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via connect.homelet.co.uk for an instant acknowledgement.

1 TENANT DETAILS [To be completed by the Letting Agent]

Please let us know who the Guarantor is standing for

Applicant 1

Reference

Number

Applicant's

Surname

Date, of birth

Applicant 2

Reference

Number

Applicant's

Surname

Date, of birth

Please complete Section 2

2 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode

Total rent per calendar month

How much will the Guarantor Cover?

Applicant 1 share of rent PCM

Applicant 2 share of rent PCM

How is Rent Guarantee offered to your landlord?

Free of charge

Separate charge

Included in Management Fee

N/A

Property Let Type

Let Only

Managed

Rent Collect

No. of bedrooms

Property type

Detached

Semi detached

Flat

Terraced

Bungalow

When was the property built?
(eg 1984)

Tenancy term (months)

Tenancy start date

Is the tenant paying the full rent in advance? Yes No

If yes, do you require HomeLet to obtain financial references? Yes No

Please complete Section 3

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3 YOUR PERSONAL DETAILS [To be completed by the Guarantor]

Title: Mr Mrs Miss Other

First name Middle name

Last name

Email

Other / Maiden / Previous Name(s) Date of birth / /

Your Telephone Your Mobile

Employment status Employed Self-employed Retired Independent means On contract

Matital status Single Married Divorced / Widowed Other

Total gross annual income

Bank / building society details: please provide the details of your current account

Account holder(s) Bank name

Bank Account no. Sort code

IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? NO YES

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

4 YOUR ADDRESS [To be completed by the Guarantor]

Current Address

Postcode

Period at Address Years Months

We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address below.

Previous Address

Postcode

Period at Address Years Months

Address

Postcode

Period at Address Years Months

Please complete section 5

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5 YOUR FINANCIAL INFORMATION [To be completed by the Guarantor]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer Pension Administrator Accountant Self employed (SA302 / SA100)

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Mobile

Email

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self employed please indicate your average earnings from the last year*

Basic salary Commission / Overtime

Start Date End Date (if applicable)

Details of savings / benefits:

*Do you have a second job, or additional pension? IF YES, please enter the details in section 6
Will your employment change before the proposed tenancy starts? IF YES, please go to section 6
IF NO, please go to section 7*

6 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Guarantor]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer Second employer Pension administrator Accountant Benefit/other

Company Name

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your Position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self-employed please include your average earnings in the last 2 years*

Start Date End Date (if applicable)

Scheme No. 1502614

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7 ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. HomeLet 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 ("GDPR").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

YES I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Full name

Date

Additional Information - To be completed by the Guarantor