

## GUARANTOR REFERENCING

As you have kindly agreed to act as guarantor for one of our prospective tenants, please complete the attached application form and return it to us.

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 remains at the property.**

In general, once satisfactory references are received, all tenants and guarantors (if required) will be required to come to Shipmans office to sign the contract before the letting commences. We will require one month's rent in advance, less the holding deposit paid, plus 5 weeks rent as a damage deposit, which will be registered under the Tenancy Deposit Scheme. We can only accept payment by cash or bank transfer, cash can be paid when signing the Tenancy and it is recommended a transfer is made at least 48 hours before the start of a tenancy to ensure cleared funds are received. Subsequent rental payments must be made monthly by a single standing order.

Pets are allowed in some properties at the discretion of the Landlord. In the event of a tenant wanting a pet to be at the property, please contact us to see if this is agreeable for this property and we will explain options. Pets are generally not allowed in flats.

Properties are let on Assured Shorthold Tenancy agreements usually for a minimum of 6 months, longer terms may be considered.

12 Upper King Street, Norwich, Norfolk NR3 1HA

Tel: 01603 765858 Fax: 01603 765859

Email: sales@shipmans.co.uk • www.shipmans.co.uk

Principal: K G Shipman FNAEA FICSA

**teamprop.co.uk**



As the landlord of the property is our client and we are acting on their behalf as Agent, we are unable to withhold from them any data we may hold about you in connection with your occupation of the property. By submitting this application you accept it is sometimes necessary to share your information with the Landlord.

The information we hold about you may include (but will not be limited to) all or part of the following:

Your name, email address, telephone number, date of birth, address, marital status, employment status and address, name and age of any children who will be living at the property.

For further information on our privacy policy please see our website.

A holding deposit of one week's rent is required to reserve a property. This will be withheld if any relevant person (including any guarantor) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

**By submitting this application, I agree to the information as specified above.**

**Signed** .....

**Name** .....

**Please now complete and sign the Homelet application form attached and return to us ASAP.**

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](http://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  Applicant's   
 Number  Surname   
 Date, of birth  /  /

#### Applicant 2

Reference  Applicant's   
 Number  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)

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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.
- 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 our website: [homelet.co.uk](http://homelet.co.uk)

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](http://homelet.co.uk/ref-info).

Signed

Full name

Date

Additional Information - To be completed by the Guarantor