



Guarantor Application Form

By completing and returning this document, you are agreeing to act as Guarantor for a tenancy application.

Primarily this means that you are responsible for rent payments, in the event that the tenant you are guaranteeing does not pay their rent.

We charge a £60 (inc VAT) fee for referencing a Guarantor.

To act as a Guarantor you must be a home owner and provide us with a mortgage statement or a copy of your Land Registry entry

We will require the following information to be forwarded to us with this application form, to complete the application.

Tick List *(for your convenience)*

Proof of Identification (Photo Drivers Licence or Passport)

Proof of address (Utility Bill or driver Licence if not used as ID)

Proof of Income (3 months payslips and Bank Statements)

Mortgage Statement or Title registration

We will be sending you a 'Guarantors Covenant', please read this carefully as it explains all of your obligations as a Guarantor. You will need to be sign and return this to us before the tenancy can commence.

If you have any questions, please call us on 01795 471757

Please return completed forms and information to:

The Lettings Centre, 16 West Street, Sittingbourne, Kent. ME10 1AW

or email to moya@thelettingscentre.com



Guarantor Application

Tenancy Details

Guarantor For _____

Property Applied For _____

Post Code _____

Personal Details

Title Mr Mrs Miss Ms Other _____ Gender - Male Female

Full Name _____

Home Phone Number _____ Mobile Number _____

Email Address _____ Date of Birth --

Any Previous surname _____ No Of Dependants

National Insurance No ----

Address

Please provide 3 years of residency

Current Address _____

Post Code _____

Time at Address	From (MM/YY) _____	<i>You must be a homeowner to act as a Guarantor - please provide a Mortgage statement or Title plan as proof of ownership</i>
	To (MM/YY) _____	

Previous Address _____

Post Code _____

From (MM/YY) _____ Living Status

To (MM/YY) _____

Furnished Tenant Unfurnished Tenant
Own Home Living with family other

Employment Details

Employment Type Full time employed Part time employed Temporary/Contract Retired
Unemployed Self-employed Homemaker Student Other

Employment Status Skilled Semi skilled Unskilled Supervisor Management Director Not applicable Other

Occupation _____

Gross Annual Income £ _____

Any additional Income Yes No Amount of Additional £ _____

<i>Please provide details of additional income</i>	Child Tax Credit	£
	Working Tax Credits	£
	Child Benefit	£
<i>Please provide proof of additional income</i>	Other (<i>Please specify</i>)	£

Contribution to Rent Payments

Will you be making contributions towards the rent on the tenants behalf? Yes No

If 'yes' how much per month? £ _____

Employers Details *Please fill in as fully as possible to speed up the referencing process*

Is your job likely to change shortly? Yes No *If Yes please provide details of your new employer*

Job Title _____

Start Date Month _____ Year _____

Employer _____

Contact Name _____ Contact's Job Title _____

Company Address _____

_____ Post Code _____

Phone Number _____ Fax Number _____

Contacts email address _____

Accountants Details *for Self-employed applicants*

Company Name _____ Contact _____

Address _____

Email Address _____ Post Code _____

Phone Number _____ Fax Number _____

Bank Details

Name of Bank _____

Sort Code -- Account Number _____

Time with Bank Years _____ Months _____ How many Credit cards held?

Declaration and Consent. *All applicants are advised to read the following very carefully before signing*

I hereby confirm that the information provided by me is, to the best of my knowledge, true and I have no objections to the information verified by whatever means deemed necessary. I understand the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and or landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree the 'The Lettings Centre' or their agents, may search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me by the letting agent, but that I may request the name and address of the credit reference agency to whom I may apply for a copy of any information provided. I also confirm that, in the event of my defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I make. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I agree to the information provided being stored on computer. I confirm that I am in a position to proceed with the tenancy should this application prove successful. I authorise my employer and or accountant to verify my income and character as a trustworthy person.

Signed by Guarantor _____ Date _____

For Office Use Only

Application Received Date -

Received by

Proof of ID & Address

ID Type Passport Drivers Licence Other

Number

Proof of Address Type

Number

Income & Affordability Checks

Bank Statements Received

Showing wages etc going in

Yes No

Pay Slips Received

Annual Income *

£

* add together gross income on last 3 months payslips, divide by 3 and multiply by 12 to give an average annual income

Other Income Proof Received

Details

Total additional Income

£

Total proved Income

£

Minimum for
affordability

£

Is income sufficient?

Yes No

Signed Off by BP or MT