

## Guarantor Reference Form

### A Guarantor would be required for an individual tenant who:

- is unable to provide a satisfactory employment reference,
- is a claimant of means tested benefits,
- has a low credit check score, CCJs IVAs DMP, Bankruptcy or adverse credit,
- has been employed for less than one year
- is in part time work.

### The Guarantor:

- is usually a member of the individual's family, a friend or an employer
- is the registered owner of freehold property,
- can provide evidence of sufficient means or income (we would seek an employer's reference)
- has a satisfactory credit check score with no CCJs IVAs CMP Bankruptcy or adverse credit.

This person will be required to sign a legally binding document prior to the creation of the tenancy, which would make him/her liable for the rent and other obligations of the tenancy for the term of occupancy if the tenant defaults on their obligations. Before signing the Guarantor Agreement the Referencing form below must be completed.

If you have any questions about the application forms or process, please get in touch and we will do our utmost to help.

## REFERENCING

Once we have received your completed forms and ID we can process your application. We will carry out our references, credit checks and assemble a report for the landlord.

Whilst Rent East Yorkshire shall make every effort to keep the Tenant's personal details safe and secure, it may be necessary to share such information with trusted third parties such as the Home Office, utility companies and brokers, maintenance contractors, credit and referencing agencies and debt collection companies etc. Rent East Yorkshire will not divulge personal contact details to any other third party organisation for marketing purposes without prior approval unless this is necessary to comply with a statutory obligation.

## CHECKLIST

- Application Form** You can e-mail, post or drop your forms off at our office, which ever suits you best. All information is strictly confidential and it is essential that full and correct responses are given to all questions on the application form as by submitting the form you, the guarantor, declare that the details given are true and correct, and will be the basis of any contract between yourself, the tenant and Rent East Yorkshire Limited or any of their Landlord Clients. Submission of the Application does not represent any offer between Rent East Yorkshire Limited or any of their Landlord Clients and you the prospective tenant or guarantor.
  
- Identification** We will need to see proof of identity of the Guarantor; this can be
  - *either* a Passport
  - *or* Driving Licence & Birth Certificate.
  
- Bank Statements** You will also need to supply us with a current bank statement.

Once we have all forms, identification we can then process the application.

### Rental Property Details

Full Address			
Property Rent per month	£	Estimated tenancy start date	

### Guarantor Details

First Name		Surname	
Title		Marital Status	
Maiden Name (if applicable)		Date of Birth	
NI Number		Nationality	

### Guarantor Contact Details

Telephone		Mobile	
Email			

### Guarantor Next of Kin Details

First Name		Surname	
Full Address			
Telephone		Mobile	
Next of kin's relationship to you			

### Bank Account Details

Bank Name		Account Number		Sort Code	
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### Guarantor Current Address

<b>Full Address</b>					
<b>Dates at this property</b>	<b>From</b>	<b>Until</b>	<b>Time at Address</b>	<b>Years</b>	<b>Months</b>
<b>Please provide the name(s) of the registered owner(s) of this property</b>					
<b>Is this less than 3 years? <i>If yes, please complete additional details below</i></b>				<b>Yes / No</b>	
<b>Are you ...</b>	<b>A Homeowner</b>	<b>A Private Tenant</b>	<b>A Council Tenant</b>	<b>Or Living with Friends or Family</b>	

### Current Landlord, Letting Agent or Council if Council Tenant

<b>Landlord Name</b>				
<b>Full Address</b>				
<b>Telephone</b>		<b>Email</b>		

### Previous Address 1 *(If less than 3 years at current address)*

<b>Full Address</b>					
<b>Dates at this property</b>	<b>From</b>	<b>Until</b>	<b>Time at Address</b>	<b>Years</b>	<b>Months</b>
<b>Please provide the name(s) of the registered owner(s) of this property</b>					
<b>Is this total less than 3 years? <i>If yes, please give further details on page 8</i></b>				<b>Yes / No</b>	
<b>Were you ...</b>	<b>A Homeowner</b>	<b>A Private Tenant</b>	<b>A Council Tenant</b>	<b>Or Living with Friends or Family</b>	

### Previous Landlord, Letting Agent or Council if Council Tenant

<b>Landlord Name</b>				
<b>Full Address</b>				
<b>Telephone</b>		<b>Email</b>		

### Guarantor Employment Details

Employed    Maternity/Paternity Leave    Retired    Self-Employed    Unemployed

*If you are unemployed or in part-time employment you will need a Guarantor*

Company Name					
Full Address					
Telephone		Email			
Employment Start Date		Your Position			
Salary	£	Annual	Monthly	Weekly	Per Hour
<i>If per hour, please give average hours worked per week</i>					
Is your position		Full Time		Part Time	
Employment Duration	Permanent		Fixed Term Contract		Temporary Work
<i>If on a fixed term contract or a temporary basis please specify the duration</i>					
Referee Name		Referee Position			
Referee Email		Referee Telephone			

### Applicants on Maternity / Paternity Leave

Leave start date		Leave end date	
Are you returning to work on (or before) the leave end date stated above			Yes / No
Are you returning to work on the same basis stated in the employment details section			Yes / No

### Other Income Please supply proof of income with your application form

Proof of Income	Pension Statement		Share Certificate		Bank Statement	
Other		Gross Annual Income		£		

<b>Retired Details</b> <i>Please supply proof of pension with your application form</i>			
Pension Type	State	Total monthly pension amount	£
Pension Type	Private	Total monthly pension amount	£

<b>Self-Employment Details</b> <i>Please supply 3 months accounts or 6 months bank statements</i>				
Business Start Date		Business Type		
Business Name				
Full Address				
Telephone		Email		
Are You:	Sole Trader Partner Director Share Holder LTD Company PLC Company			
Earnings	£	Annual / Monthly	Do you have an accountant	Yes / No
Accountant Name				
Full Address				
Telephone		Email		

<b>Adverse History</b>	
<p><b>Do you have any adverse credit history:</b></p> <p>County Court Judgements (CCJs)      Bankruptcy            Individual Voluntary Agreements (IVAs)      Administration Orders</p> <p>or any adverse Credit History, settled or not, that would have a material impact on this application</p>	Yes / No
Are you the subject of a Debt Management Plan (DMP)	Yes / No
Have you ever been in rent arrears or evicted from a property you have rented?	Yes / No
<i>If your answer is 'yes' to any of the above questions, please provide details in the additional information section on page 7</i>	

<b>Right to Rent</b>	
<b>Please supply the expiration date for your Passport / Visa</b>	
<b>Do you have the right to reside in the UK</b>	<b>Yes / No</b>

<b>Additional Information</b>
<p><b>Please enter any additional information that you think may be of importance when processing your application i.e. details of any adverse credit, additional income, benefits, etc.</b></p> <p><b>If you have rented your present property for less than 3 years please provide names, addresses and contact details of all previous landlords or councils</b></p> <p><b>You can continue on a separate sheet if required</b></p>

### Declaration

I hereby give my employer, accountant, landlord and letting agent permission to disclose information requested by Rent East Yorkshire.

I confirm that the information contained in this application is true to the best of my knowledge and belief, which can be verified.

I agree that Rent East Yorkshire may search files of one or more credit referencing agencies.

I also understand that in the event of failing to make the rental payment, a default may be recorded against my credit file and shared with other sources.

I understand, should any information provided in this application be found untrue, the application will be declined and I may lose the administration and holding fee.

I have read and understood the statement above and I authorise Rent East Yorkshire Ltd. to conduct the checks and reference requests described and make all other relevant enquiries necessary to assess my suitability to enter into a tenancy agreement.

Yes / No

<b>Print name</b>			
<b>Guarantor Signature</b>		<b>Date</b>	