



## Individual Guarantor Application

Block CAPITALS will reduce errors  
Use Black Ink or Type for faxing  
Giving full details will avoid delays

### 1 – Landlord / Agent Details – please return completed form to:

Landlord / Agent's Name & Address with Post Code

		Post Code:
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Telephone Number

Mobile Number

Fax Number

E-mail Address

Date this form issued dd/mm/yyyy

### 2 Property Details (The Rental Property)

Address of Rental Property including Post Code

		Post Code:
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Description (type) of Rental Property

Rent Payment Period

Weekly/Monthly etc

Rent Payment Method

Cash / Cheque / Standing Order

Tenancy Term (years/months)

Proposed Tenancy Start Date dd/mm/yyyy

Tenancy Type (e.g. Residential / Commercial)

Proposed Number of Tenants

Total Rent per calendar month (PCM)

£

Deposit Amount if Applicable

£

Administration Fee Payable if Applicable

£

Who is Responsible for Council Tax, Utilities and other Charges?

More Details if Necessary:

**3 – Guarantor's Identity Documents (Suggested optional documents to be seen by Landlord or Agent)**

Passport with next of kin details seen - Number

or

Driver's Licence seen - Number

Utility Bills seen – from present address (less than 3 months old)

Passport type photo or good photocopy provided

**4 Guarantor Details**

Title

First Name

Initials

Last Name

Any Previous Names in Full

Gross Annual Income \*

Date of Birth dd/mm/yyyy

Place / Country of Birth

National Insurance Number

Present Address including Post Code

Post Code:

Time at this address?

Status: Home Owner or Renting?

Relationship to proposed tenant?

Years

Months

Occupation (If retired please give previous occupation)

Home Telephone Number

Mobile Number

Work Telephone Number

Fax Number

E-mail address

\*This information is optional – proof of earnings will be requested from employer or accountant (self-employed)

**5 Full name of Tenant or Tenants for whom you will act as guarantor**

Full Name/s	Share of Rent?	Relationship to applicant	Age
1			
2			
3			
4			
5			

**6 Guarantor's Previous Address/s (up to 6 years)\***

Previous Address 1 with Post Code – include the date you left this address\*

Previous Address 2 with Post Code - include the date you left this address\*

Previous Address 2 with Post Code - include the date you left this address\*

\*Provide additional information in section 10 if necessary

**7 Employed - Employer as Referee**

Name and Address of Employer Organisation including Post Code

Post Code:

Date Started dd/mm/yyyy

Present Position / Job Title / Employee No

Employer Referee, Name and Position

Referee Telephone Number

Mobile Number

Office Number

Fax Number

E-mail address

**8 Self-Employed - Accountant or Lawyer as Referee**

Name and Address of accountant or lawyer including Post Code

	Post Code:
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Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

**9 – Character Referee (Optional) – Professional person – not a relative – known for 3 years**

Name and Address of Character Referee including Post Code

	Post Code:
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Occupation (when retired include previous occupation)

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

**10 – Any Additional Information which you feel may be relevant**

Giving full details will avoid delays.  
Any Additional Information continued...

Giving full details will avoid delays.

## 11 – General Guidance

**Guarantors:** The details supplied here will be checked using recognised credit reference agencies for tenancy guarantee purposes. This process will in no way affect a prospective guarantor's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Guarantors can obtain and verify copies of their own credit records for a small fee by application to the main credit reference agencies – Experian, Equifax and Call Credit.

To avoid delays guarantors should provide full contact details and get prior consent from referees (if applicable) – **at least 2 referees will be required** for Comprehensive Checks.

**Landlords / Agents:** should ensure that guarantors have seen and approved the tenancy agreement and signed a guarantor agreement prior to the tenancy.

Landlords and Agents MUST keep and securely store a signed copy of this form in accordance with the principles of the Data Protection Act 1998 as authorisation by the guarantor to process these credit checks and referencing.

By submitting an application Landlords / Agents accept the <http://www.tenantverify.co.uk/terms.htm> terms and conditions.

## 12 – Declaration and Authorisation

I confirm that to the best of my knowledge and belief the information provided is true and accurate. I authorise the landlord or agent and TenantVERIFY® to carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary to assess my suitability to act as a guarantor for this tenancy. I confirm that I have raised any concerns I may have with the landlord or agent.

Your Signature

Print Your Name

Date