



Guarantor Assessment Application Form

Private and Confidential

Please read the following information before you complete the application:

- To apply for a rental property this application **must be completed in full**. You will need to complete all sections of the application form excluding part A, which will be completed by House Lets.
- The completion of this application in no way constitutes a formal tenancy agreement.
- Please provide a form of identification i.e. driving license, passport or birth certificate with this application.
- All postcodes **must** be entered in full where applicable.
- Employment Details – when providing details of your employer a contact name, email address, telephone number and fax number **must be entered** for the person/department that will confirm salary and contract of employment terms.
- You should inform the person(s) entered on your application form as referee(s) that they will be contacted House Lets and asked to provide a reference. A delay in responding to the reference requests may affect your application.
- An original ink signature is required at section E by the applicant.

IF THIS APPLICATION IS NOT COMPLETED IN FULL AND/OR INCORRECT INFORMATION IS PROVIDED, THIS MAY LEAD TO A DELAY IN PROCESSING YOUR APPLICATION. PLEASE WRITE CLEARLY AND ENSURE NAMES ARE PROVIDED IN FULL.

Part A To be completed by House Lets

Property:			
Rental per week/month		Period	
Tenancy Commencement			

Part B To be completed by Guarantor

Please note: to be acceptable as a guarantor you must be UK based and have a UK bank account

Tenants to be guaranteed: Please give the names of all tenants you will be covering

	First Name	Middle name (S)	Surname	Share of rent
Tenant 1				
Tenant 2				
Tenant 3				
Tenant 4				

Confidentiality Note

The information contained within this application is being transmitted to and is only for the use of House Lets. If the reader of this message is not the intended recipient. You are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited.

Part C To be completed by Guarantor

Personal Details			
Title	First Name	Middle name(s)	Surname

Date of Birth	Sex	Male / Female
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National Insurance Number	
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Marital Status	Maiden Name
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Phone (daytime)	Mobile
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Phone (evening)	
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How many dependents do you have under the age of 18?	
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Current Address (Please note that we require addresses for the last 3 years)

Number/Name	Street
District	Town
County	Postcode

How long lived at this address?

Status (circle one)	Owner / rented / living with parents / council tenant / other (please specify)
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Previous Address

Number/Name	Street
District	Town
County	Postcode

How long lived at this address?

Status (circle one)	Owner / rented / living with parents / council tenant / other (please specify)
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If you need to provide further address please use the back of the form

Part D – Employment Details

Please note to be acceptable as a guarantor you must be employed / self-employed or have an additional source of income which can be verified.

Employment Status	Employed/Self-Employed/Retired
Job title	
Annual salary (gross)	Employment start date
Payroll/Pension Number	

If your job is likely to change within the next six months, or you have additional income including savings, please give further details	
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If you have additional income, please advise how much.	Per annum
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Employer Details

Employed – please provide details of your employer and ensure you have provided your authorisation for them

to reply to the enquiries which will be made to verify this information

Self Employed – Please provide details of your accountant

Retired – please provide details of your pension provider or a statement from your pension provider

Employer/Accountant/Pension			
Number/Name		Street	
District		Town	
County		Postcode	
Contact name			
Contact job title			
Phone (daytime)		Mobile	
Phone (evening)		Fax	
Email			

Part E – Bank/building Society Details

Sort Code		Account number	
Bank/building Society			
Branch		Street	
District		Town	
County		Postcode	
Account in the name of		How long with this branch?	
Do you have a credit card? Yes / No If yes how many _			
Do you have a cheque guarantee card? Yes No			

Part F – Guarantor's Consent (Please read through carefully be signing where indicated)

The information, which I have given in my Application form is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed references and licensed credit agencies. I understand the resulting verified information would be forwarded to the letting agency and/ or landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Lumley Letsure Limited on behalf of House Lets searching for information held by a credit reference agency and agree that Lumley Letsure Limited and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/ or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or local authority.

Otherwise all information will be treated as confidential.

I consent to the information contained in my application form being used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Lumley Letsure Limited and other members of the Lumley Letsure Group and Agent to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payments of an administration fee that will be notified to me upon application, though it will not exceed the amount set by Statute. I have the right to request that the information on me be amended if it is found incorrect.

(Please sign and date the form)

Signature:

Date / /