



Welden & Edwards  
 53 Bampton Street  
 Tiverton  
 Devon  
 EX16 6AL

Company reg. no:05552114  
 Phone: 01884 257997  
 Email: [lettings@weldenedwards.co.uk](mailto:lettings@weldenedwards.co.uk)  
 Web: [www.weldenedwards.co.uk](http://www.weldenedwards.co.uk)

### GUARANTOR APPLICATION

Please note: To be acceptable as a guarantor you must be UK based, have a UK bank account and be a HOMEOWNER.

**It is mandatory to complete the whole form. Please use black ink and capital letters.**

#### Property details (to be completed by the landlord / letting agent)

Property address

Is the property Let Only  Fully Managed

	First Name	Middle Name	Surname	Share of Rent
Tenant 1				£
Tenant 2				£
Tenant 3				£

#### Guarantor Personal Details (everything below to be completed by the Guarantor)

Title	First Name	Surname	
Middle Name	Marital status	Any previous surnames	
Date of birth (dd/mm/yyyy)	Email address	Monthly Rent to be Guaranteed £	
Telephone home	Telephone mobile	Telephone work	Nationality

Current address:

Post Code:

Time at address (x years/ x months):

Status at current address  
 Tenant (private)  Tenant (council)  Owner  
 Living with friends  Living with family

Previous addresses the last 3 years

Other, please specify

### Credit History

Do you have any current/historic or pending adverse credit?  Yes  No

If Yes please specify.....

Do you have any CCJ's or Court Decrees?  Yes  No

If Yes please specify.....

Have you ever been declared bankrupt or any IVA's, etc?  Yes  No

If Yes please give details.....

### Employment information

If you are employed, self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pensions) below, and authorise them to reply to the enquiries which will be made to verify this information.

Employment type  Full time employed  Part time employed  Temporary / contract  
 Self-employed  Retired  
 Independent means  Other, please specify

Job title / occupation

Business name and type of business

Employer's / accountant's /Pension Provider name and address

Employers landline phone number

Gross annual salary  
£

Time in job ( years and months)

Department

Payroll number

Are you in receipt of any other income (if yes, please specify)

Full contact name for employer reference

Please confirm that the person within the company has the authority to provide a reference  
 Yes

Referee's position and department

Referee's landline telephone number

Referee's email address

Referee's fax number

If less than 6 months in present job, please supply previous employer details, including time in that employment

Full name of contact person

Email address

Telephone landline	Telephone mobile	Fax number
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**Bank / Building Society Details:**

Name of Bank Address
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Sort Code	Account Number											
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Account in the Name of	How long with this Bank?
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## **General Data Protection Regulations**

### **Privacy Notice**

**Data Controller**  
**Welden Property Management Limited Trading as Welden & Edwards**  
**53 Bampton Street**  
**Tiverton**  
**Devon**  
**EX16 6AL**

**ICO Registration Number: ZA034471**

### **Your Personal Data**

We will hold and process your personal data for purposes of completing your guarantor application. Your personal data will be shared with our designated credit referencing agency to process the guarantor application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the guarantor application without your explicit consent.

### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

**Guarantor declaration**

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 credit referencing agencies. I understand the resulting verified information would be forwarded to the letting agency and/or the landlord.

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 the local authority.

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 payment 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 to be incorrect.

Date: .....

Signed by the applicant: ..... Print name: .....