

WHAT WE REQUIRE FROM YOU:

If you have been asked to complete this form, it is because you should have agreed with a prospective tenant that you will act as their guarantor for the duration of their tenancy, as they require a guarantor in order to proceed with their application.

To do this, you will need to submit an application to act as their guarantor. Please complete this form and provide supporting documents to enable us to deal with the application.

You should ensure you understand your commitments and responsibilities. Once you understand these, you will need to consent by signing the consent section of this form, and returning your completed application to us.

Editing your form:

Forms are available in Word Document, PDF and paper format, and can be edited with your details. We can accept application forms in any of these formats, however the form must be complete, all pages included, and be fully legible.

IMPORTANT INFORMATION ABOUT COMPLETING THIS FORM

- Complete all sections in full, drawing a line through any parts which are not applicable to you. Please ensure you have entered your details correctly.
- Documents are an essential part of your application and must be included with your application for it to be put forward for consideration. Incomplete applications may cause a delay to your overall application.

How to return your form:

Forms must be returned via email to lettings@whitakers.co.uk or to one of our branches. We will need to see a copy of your ID in branch. If this is not possible, please speak to our team who will be able to advise.

PROPERTY DETAILS

Date application completed:	Property address:
Please detail your relationship with each applicant:	
This box is for any other relevant information you may wish to mention:	

PERSONAL DETAILS

PERSONAL INFORMATION	PLEASE COMPLETE
Title	
First names	
Surname	
Previous names	
Marital status	
Date of birth	
NI number	
Country of citizenship	

CONTACT DETAILS	PLEASE COMPLETE
Phone number(s)	
Email address	

INCOME DETAILS

EMPLOYMENT DETAILS	PLEASE COMPLETE <u>IF EMPLOYED</u>
Are you in employment?	
Employer name	
Employer address	
Contact for employer	
Employer contact number and email address	
Salary (detail if varied, weekly, monthly, or yearly)	
Frequency paid	
Permanent or temporary	
Number of contracted hours	
Length of time at employer	

BENEFIT OR PENSION DETAILS (IF YOU ARE IN RECEIPT OF THESE PAYMENTS)		
TYPE(S)	AMOUNT	FREQUENCY

ANY OTHER INCOME	PLEASE DETAIL (<u>IF REQUIRED</u>)
INCOME SOURCE(S)	
AMOUNT	

ADDRESS DETAILS

YOUR CURRENT ADDRESS	PLEASE COMPLETE
Current address	
How long have you lived at your address?	
Is this property owned by you?	
Do you have a mortgage outstanding on the property?	

PREVIOUS ADDRESS HISTORY: LAST THREE YEARS ARE REQUIRED				
ADDRESS(ES)	FROM	TO	RENTED?	OWNED?

OTHER DETAILS

PLEASE DETAIL ANY:	
COUNTY COURT JUDGEMENTS (WHETHER SATISFIED OR NOT)	
BANKRUPTCY	
RENT OR MORTGAGE ARREARS	
ANY OTHER ADVERSE CREDIT	

Your responsibilities

You will become responsible in the event that the occupants fail to cover any arrears and or damage caused to the property during their tenure.

Key information

- Once an application has been accepted, contracts must be signed within 15 days.
- We may consult social media while assessing your application.
- All our residential tenants' deposits are protected and held by the Deposit Protection Service. Each property requires a deposit, and this will be equivalent to 5 weeks' rent at the time the tenancy was taken.
- Whitakers Estate Agents are members of UKALA and client money is protected under their Client Money Protection Scheme.
- Whitakers Estate Agents are also a member of the Property Redress Scheme and The Property Ombudsman.

*You can view full details of the schemes we are members of at:
www.whitakers.co.uk/pages/deposit-protection*

Your information and what we do with it

In order to meet our legal obligations, we will share information with the following when assessing your suitability for a property:

- Credit Reference Agencies
- Right to Rent and Fraud Prevention Agencies
- Former and/ or current Landlords as well as the prospective Landlord
- Your current or past Employer.

We will also provide information to the following agencies as required both during the tenancy and after the tenancy ends:

- Local Authorities, police, and government agencies
- Deposit Protection Services
- Utility Companies, Insurance Companies, the Court Services and any other agency that may require your details in connection with the tenancy.

Your personal information will be retained for the duration of the tenancy and may be retained for 10 years after the tenancy has ended. The data will be kept for 12 months from the date of application if not accepted and then destroyed.

Privacy policy

See full details of our privacy policy at: www.whitakers.co.uk/pages/privacy-policy

DOCUMENTATION WE REQUIRE FROM YOU:

Your most recent bank statement (for the last month)

Proof of identity in the form of a driving licence AND a birth certificate OR a passport

Proof of income for the last month in the form of wage slips, income statement etc

Proof of home ownership (most recent mortgage statement or house deeds)

Please be advised that we cannot accept photographs of supporting documents, and we will need to see a copy of your identification in branch. Please also note that an incomplete application may result in your application being rejected or delayed.

APPLICATION CONSENT

I hereby certify that the information provided is accurate to the best of my knowledge.

I understand that as guarantor, if the application proceeds, the obligation will last until both tenants (if applicable) have left the property and I will cover any arrears and or damage caused to the property during their tenure.

If the rent is overdue then I will become liable within seven days.

CONSENT FORM

Applications:

This allows us to process and deal with your application. Please give your consent by ticking this box, or marking the box with an 'X' if completing in PDF or Word format.

If consent is not given, and it is your right not to consent, we may not be able to grant the tenancy applied for.

Tenancy:

During the course of the tenancy we may communicate with you by phone, email, letter, SMS or in person. Please give your consent by ticking the appropriate boxes or marking the box with an 'X' if completing in PDF or Word format.

We may not be able to grant a tenancy if you do not give permission.

TICK OR MARK
WITH 'X' IN BOXES
TO CONSENT

X

APPLICATIONS

X

PHONE

X

EMAIL

X

IN PERSON

X

SMS

X

LETTER

Signature of consent:

Please give your consent for us to carry out references/ checks (if your application proceeds) by signing.

NAME

X

SIGNATURE

X

DATE

X

