

Guarantor Reference Application Form

**PLEASE COMPLETE ALL SECTIONS
IF THE INFORMATION SUPPLIED IS INCOMPLETE OR INACCURATE
THIS MAY RESULT IN YOUR APPLICATION BEING DELAYED**

Section 1 – PROPOSED ADDRESS (to be completed by the letting agent)

Landlord's Name:

Proposed Address:

Tenancy Term:

Proposed Monthly Rent:

Property Type (please tick): Let Only Fully Managed

Section 2A – GUARANTOR INFORMATION

Title:

Forename(s):

Surname:

Main Phone Number:

Alternative Contact Number:

Email Address:

Amount of Rent Responsible for (£):

Section 2B – PERSONAL INFORMATION

National Insurance Number:

Date of Birth:

Credit History (please tick): Normal Adverse

CCJs (please tick): Yes No

If YES, please explain what these were and for how much:

Residential Status: Private Tenant Friends & Family Owned

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Section 3A – EMPLOYMENT DETAILS

Employment Status (please tick):

Employed Self-employed Temporary Student
 Retired Unemployed

Section 3B – EMPLOYER DETAILS

If you are employed, please provide details of your employment.

Company Name:

Company Address:

Contact Name:

Contact Position/Job Title:

Phone Number (please supply a Business landline only):

Email Address (please supply a Business email address only):

Your Position/Job Title:

Employment Start Date:

Gross Annual Salary (£):

Other Guaranteed Income (please provide amount and details of what this is for):

Section 3C – SELF-EMPLOYED

If you are self-employed, please provide the contact details for your accountant.

If you do not have an accountant, we will require your latest submitted tax return or SA100.

Annual Income (£):

Accountant's Name:

Phone Number (please supply a Business landline only):

Email Address (please supply a Business email address only):

Section 3D – PENSION DETAILS

If you are retired, please supply copies of your last three months' bank Statements (which must include your name, address and the bank's logo) along with a copy of your most recent pension statement or P60.

Section 3E – BENEFIT PAYMENTS

If you are currently receiving benefits, please supply copies of your last three months' bank statements (which must include your name, address and the bank's logo) along with your most recent DWP statement showing your benefit entitlements.

Section 3F – SAVINGS

If you have savings that you would like to be considered, please supply your last six months' bank statements (which must include your name, address and the bank's logo) that show your savings untouched for this period in a savings account.

Unfortunately, we are not able to accept savings held in shares or Premium Bonds.

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Section 4A – ADDRESS HISTORY

Please provide your address history for the last THREE years.

Current Address:

Postcode:

Time at this Address:

From:

To:

Residential Status: Private Tenant Owned Friends & Family

Monthly Rent (if applicable):

Previous Address (1):

Postcode:

Time at this Address:

From:

To:

Residential Status: Private Tenant Owned Friends & Family

Monthly Rent (if applicable):

Previous Address (2):

Postcode:

Time at this Address:

From:

To:

Residential Status: Private Tenant Owned Friends & Family

Monthly Rent (if applicable):

Section 4B – CURRENT LANDLORD DETAILS

Name of Landlord or Letting Agent:

Phone Number:

Email Address:

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SECTION 7 - DECLARATION

This reference is being completed by Landlord Secure Ltd on behalf of your Letting Agent. Landlord Secure Ltd shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998. Please read and complete the following declaration statement carefully, making sure that you tick to say you understand how we are going to use your information. You should also sign and date the form in the space provided because we cannot complete your application without this, and it may delay your application.



Important - Your Personal Information

Credit decisions and also the prevention of fraud and money laundering

We may use credit reference and fraud prevention agencies to help us make decisions. If you would like to find out the full details of how your data may be used please phone 0161 413 3452 and ask one of our staff or email us on info@landlordsecure.co.uk or Contact Equifax – Customer Services on 0845 603 3000. By confirming your agreement to proceed you are accepting that we may each use your information in this way.

A condensed guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies

1. When you apply to rent a property or act as a guarantor for a rental property, Landlord Secure Ltd will check the following records about you and others (see 2 below):

- a) our own;
- b) those at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.
- c) those at fraud prevention agencies (FPAs).

We will make checks such as assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

2. If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

3. Information on applications will be sent to CRAs and will be recorded by them. Where you are responsible for paying rent, we will give details of your accounts and how you manage it/them to CRAs. If you do not pay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.

4. If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.

5. If you have entered into a tenancy agreement including the payment of rent and you do not make the rental payments that you owe, we may be required to trace your whereabouts and pass on these details to debt recovery companies.

6. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

7. Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

In order to complete your application, Landlord Secure Ltd will consult with a number of sources to verify the information you have provided. Landlord Secure Ltd may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks. We may contact your referees by email. Any information obtained by Landlord Secure Ltd will only be sufficient for the reference purpose and will not be excessive. You should be aware that information sent electronically cannot be guaranteed to be secure.

Please Note: The provisions of Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

I confirm that the information provided in this application form is true to the best of my knowledge, and I consent to the checks which Landlord Secure Ltd will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

I consent to Landlord Secure Ltd contacting my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Guarantor's Signature:

Date:

Print Name:

Landlord Secure Ltd may contact you by email or phone to let you know about additional services they can offer which may be of interest to you. If you don't want Landlord Secure Ltd to contact you by email or phone then please tick this box.

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