

0115 969 6111

Guarantor Application Form

Guarantor Application Form

We understand you have agreed to stand as Guarantor for a property being let by us.

It is important that you understand you are standing as Guarantor for the rent and also for the full tenancy obligations. You will have the opportunity to read the Tenancy Agreement before signing the Guarantor Agreement.

- Please complete the application form.
- Make sure you have all the supporting documents required in the **Check List** at the bottom of this page.
- Send the application form and supporting documents to:

Central Management, 12A Gordon Road, West Bridgford, Nottingham NG2 5LN

ONLY COMPLETE APPLICATIONS WITH ALL SUPPORTING DOCUMENTS WILL BE PROCESSED.

Checklist:

- Completed application form.
- Copy of passport or photo driving licence. If you have neither, call us for advice.
- Current account bank statements for the last three months (originals).
- Utility bill (not a mobile phone bill) from the last three months.

Please detach and keep front cover sheet for your information.

Address of property you are standing as Guarantor for

_____ Rent £_____ pcm

Tenancy applicants full name/s _____

Guarantor's details

Title: Mr Miss Mrs Ms Other D.O.B. _____ N I No _____

First name _____ Initials _____ Surname _____

Marital Status: Single Married Divorced Separated Widow(er)

No of dependents _____

Present address

_____ Post code _____

Tel (day) _____ (home) _____ (mobile) _____

Email address _____ **An email address will speed your application**

Are you a homeowner a tenant other When did you move to this address? _____

If a homeowner please enclose a copy of your most recent mortgage statement.

If 'other', please explain

Electoral role address if different from present address:

_____ Post code _____

Resident at this address from _____ to _____

Previous addresses in the last 3 years. If more than one, please give details overleaf

_____ Post code _____

Name of landlord/agent* _____ Contact _____

* If applicable

Address _____ Post code _____

Tel (day) _____ (mobile) _____ (fax) _____

Email address _____ **An email address will speed your application**

Occupation

Employment Type: Full time Part time Temporary/Contract Student

Unemployed Self-employed Retired Homemaker

Employment Status: Junior Management Unskilled Supervisor Semi-skilled

Skilled Senior Management Other Not applicable

Employment

Is your employment likely to change shortly? Yes No Job title _____

If **Yes** please provide details of your future employer Start date _____

Name of employer _____

Address _____ Post code _____

Contact: _____ Title _____

Tel (day) _____ (mobile) _____ (fax) _____

Email address _____ **An email address will speed your application**

Affordability

Gross Annual income £_____ Any additional sources of income? Yes No

Amount of additional income per annum? £ _____

Please provide details of any additional income _____

Accountant (self employed/company directors only)

Do you have an accountant? Yes No If **No** please provide 3 months bank statements showing proof of income.

Name of accountant _____ Contact _____

Address _____ Post code _____

Tel (day) _____ (mobile) _____ (fax) _____

Email address _____ **An email address will speed your application**

Pension Provider (only complete if you are receiving pension payments)

Do you have proof of pension? Yes No If **Yes** please provide your annual statement of pension.

Name of Pension Provider _____ Contact _____

Address _____ Post code _____

Tel (day) _____ (fax) _____ Pension Reference No _____

Email address _____ **An email address will speed your application**

Bank details

Current Account held? Yes No If **Yes** please enter details below:

Bank _____ Sort code _____ Ac name _____ Ac no _____

Address _____ Post code _____

Cheque guarantee card held? Yes No How many credit cards held? _____

Credit Search

In connection with this application Central Management will carry out a credit search with Experian. Have County Court Judgements or Bankruptcy awards been issued/applied for/against you? Yes No

If **Yes** please give details (continue overleaf if necessary) _____

Declaration – to be signed by the Applicant

I/we the undersigned confirm the above information to be true and correct. In connection with this application Central Management will carry out a search with Experian on the undersigned applicant and/or guarantor. Central Management may also ask Experian to check any of the application details that I have submitted. I/we hereby also expressly consent to Central Management carrying out and retaining a record of any such search or check. I/we also expressly consent to Central Management passing the results of any such search or check to client landlords for the purposes of assessing this application.

Complaints Procedure – Central Management operates a Complaints Procedure in accordance with the requirements of the Royal Institution of Chartered Surveyors and the Association of Residential Letting Agents. If you believe you have a grievance please write to Andrew Bulmer at Central Management, 66 Main Street, Kinoulton, Nottingham NG12 3EN.

Signature of Guarantor _____

Date _____