

Address: 49B Allesley Old Road, Chapelfields, Coventry, CV5 8BU

Telephone: 02476 679 333 **Website:** www.lets-complete.com

Guarantor Application Form

To be completed by the guarantor. You must also provide your proof of ID and proof of your current address to support your application.

Please return to: Complete Residential Lettings Ltd
49B Allesley Old Road
Chapelfields
Coventry
CV5 8BU

*Please complete this Application form in **BLOCK CAPITAL LETTERS.***

Or email to: rochielle@lets-complete.com

Part One - Personal Details

All fields must be completed

Title Date Of Birth / /

First Name

Middle Name

Surname

Nationality National Insurance Number

Contact Number

Email Address

Are you aware of any County Court Judgements (CCJ) /Certificate of Deposit (CD) Brankruptcy Orders or Individual Voluntary Arrangements, current or pending? **Yes** **No**

If yes, please give details

Relation to applicant

Part Two - Current Address

In order to qualify as a guarantor, you must be a UK homeowner.

Flat Number / Name

House Number / Name

Street

Town County

Post Code

What is your current status? **Owner** **Rented** **Living with parents** **Council tenant**

Other If other, please specify

If rented, amount of monthly rent in **£** Year of entry Year of exit

Part Three - Previous Address

If you have lived in your current address for less than 3 years, please provide your previous address

Flat Number / Name

House Number / Name

Street

Town County

Post Code

What is was your status? **Owner** **Rented** **Living with parents** **Council tenant**

Other If other, please specify

If rented, amount of monthly rent in £ Year of entry Year of exit

Part Four - Employment Details

Employment status **Employed** **Self Employed** **Unemployed** **Retired**

Student **Payment in advance**

Profession

Annual gross income in £ Start Date / /

Full Time or Part Time Payroll or Pension Number

Type of contract **Permanent** **Temporary** **Agency**

Are your circumstances likely to changes? **Yes** **No**

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

Employer / Accountant / Pension Provider

Address

Post Code

Contact Name

Contact Job Title

Contact Number

Email Address

Part Five - Additional Income

If you have any additional income, please advise how much per annum in £

Source of additional income

Please ensure that **ALL referees** you have provided have been advised that they will be **contacted by Complete Residential Lettings Ltd.** All of our references are sent via email so please provide an email address if possible.

Guarantors Consent

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

I consent to Complete Residential Lettings Ltd. searching information held by a credit reference agency and agree that Complete Residential Lettings Ltd and the credit-referencing bureau will keep a record of that search and the results of that search. The results of that search show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit 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 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. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Signature

Date

Print Name

Important Notice To All Prospective Tenants

Please note: In order to qualify as a guarantor, your annual income will need to be 3 times the annual rental figure. Guarantors must be immediate family and a UK homeowner.

Before setting up a tenancy, we will take up references on you. In order to assist you in finding the right property speedily, it is important that you **supply us with mandatory information** to reference you properly.

It is essential that all your information requested is supplied and the **form fully completed, missing information will delay your application** and may endanger your desired property of choice.

When completing the reference application form, you will need to have the following information / supporting documents with you:

- The full address of your current property, including the post code. If less than three years at your current address, a list of all addresses for the last three years with post codes and years of occupation
- The full company name, address and post code your employer (if applicable)
- A contact name and telephone number for your employer's personnel department
- A contact name / company name, address, telephone number of current letting agent or landlord (if applicable)
- Your bank details, including your account name, bank account number and sort code
- A contact name, address, post code and telephone number for your next of kin
- A forwarding address for the end of your tenancy

You must also provide **proof of identity** (such as passport, EEA/Swiss national passport/identity card, EEA/Swiss family member Permanent Residence Card, Biometric Residence Permit with unlimited leave, UK Immigration status document or a UK birth certificate) and **proof of your residency at your current address** by providing **at least two** of the following (for the proof of current address)

- A driving licence with your current address
- A recent utility company bill no more than three months old
- A recent mobile phone bill
- A council tax bill in your name at your current address
- A sign and dated letter from your employer's Human Resources Department or Finance Director showing the name of the individual and their position within the company
- Three months bank statements with your current address

Please ensure that ALL referees you have provided have been advised that they will be **contacted by Complete Residential Lettings Ltd.**

Signature

Date

Print Name