



## GUARANTOR APPLICATION FORM

By acting as a guarantor you are agreeing to be financially for the tenant.

Any tenancy or tenancy renewal will be issued on the understanding that the guarantor continues to be financially accountable for any breaches in the tenancy agreement. Your responsibilities as guarantor will only be ended by written confirmation from the landlord / agent or when the tenancy has officially ended by the correct notice being given by either party.

### WHAT WE REQUIRE FROM A GUARANTOR

- Proof of income (i.e 3 months' pay slips or bank statements where requested) all guarantors must be earning at least three times the monthly rent. If you are self-employed we will require written confirmation of your earnings from your accountant or a copy of your most recent tax return.
- Proof of identification: 1 = photo identification & 1 = proof of residency (bank statement is not sufficient)

### DECLARATION

I hereby confirm that I have read and understood the above requirements for renting a property through Matthew James Letting Agents (Limited) as a guarantor. I understand that any funds paid is non-refundable and will be withheld if the tenant does not take the property for whatever reason and that it may be withheld if full payment of all outstanding funds are not received within seven days of application (unless otherwise agreed in writing). I understand that if the landlord rejects the application before referencing I will receive a full refund of any funds paid. The application for this property is subject to references and contract. It is not an offer of tenancy. All refunds will be in the form of internet transfer as cash is not held in our office.

### 1. DETAILS OF APPLICATION

Property		Proposed Rent		Length of lease	
Proposed move in date		Bond		Fee's	
Applicants Name's (not guarantor)					

### 2. GUARANTOR'S DETAILS

Title	First Name	Initials	Surname	Other Name	Date of birth

Name Printed	Signed	Date

**PLEASE NOTE: WE CAN NOT ACCEPT CASH PAYMENT FOR RENT OR BOND**  
If cash is paid directly into our account a fee of 3% will be paid by you

**BANK TRANSFERS: Ac Name: Matthew James - Sort Code: 401817 – Account No.: 33991814**

**3. CURRENT ADDRESS OF THE GUARANTOR**

Address (1)							
Period at address		Years		Months	Tel No. (inc. code)		
Email				Mobile			
Owner	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Living with parents / relatives	<input type="checkbox"/>
Landlord / Agent Name (if applicable)							
Address					Postcode		
Tel No.			Email or Fax				
Have you any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? (if Yes, please give details on separate sheet)						Yes <input type="checkbox"/>	No <input type="checkbox"/>

**3.2 PREVIOUS ADDRESS (ES)**

Address (2)						
Postcode		Period at address		Years		Months
Address (3)						
Postcode		Period at address		Years		Months

**4. EMPLOYMENT**

Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>	On Contract	<input type="checkbox"/>	Student	<input type="checkbox"/>	Independent Means	<input type="checkbox"/>
Please give details of current Employer / Pension Administrator / Auditor / Solicitor (delete as appropriate)									
Company Name				Contact Name / Position					
Address					Postcode				
Tel			Fax			Email			
Job title			Salary			Start Date			
Any other income									
Is this position permanent Yes <input type="checkbox"/> No <input type="checkbox"/>									
Will your employment change before the proposed tenancy starts? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.									

**4.2 PREVIOUS EMPLOYMENT**

If you have not been in your current employment for at least 18 months, please provide details (attach separate sheet if necessary)										
Company Name			Address							
Tel			Fax / Email			Start Date			End Date	

**5. BANK DETAILS**

Company Name			Address				Postcode		
Account Name			Account Number				Sort		

**6. ANY OTHER RELEVANT INFORMATION**

**8. LIST OF ANY REPAIRS OR REQUESTS**

**9. DECLARATION (Homelet referencing terms)**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again should the tenant default on rental payment or apply for a new tenancy agreement in the future. I agree that Matthew James or their approved agent may search the files of a credit reference agency and IDS Ltd the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of the tenant defaulting on the rental payment that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my responsibilities as a guarantor, the information contained herein may be disclosed to Abode and / or one or more tracing companies and / or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Matthew James will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Name Printed	Signed	Date

I hereby authorize the above named Bank or Building Society to respond to status enquiries made in respect of this application.