

GUARANTOR APPLICATION FORM

By acting as a guarantor you are agreeing to be financially responsible 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 (3 months pay slips or bank statements) 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 Mortgage
- Photo identification and proof of residency (bank statement is not sufficient)

DECLARATION:

I hereby confirm that I have read and understood the above requirements about renting a property through Matthew James Property Services 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). 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		Balance Due	
Applicants Name's (not guarantor)							

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: Acc Name: Matthew James Property Services

Sort Code: 30-92-33 – Account No.: 44829662

2. GUARANTOR'S DETAILS

Title	First Name	Initials	Surname	Other Name	Date of birth

Name Printed	Signed	Date

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3. CURRENT ADDRESS OF THE GUARANTOR:

Address (1)

Period at
address

Years

Months

Tel No. (inc. code)

Email

Mobile

Owner
relatives

Council Tenant

Private Tenant

Living with parents /

Landlord / Agent Name (if applicable)

Address

Postcode

Tel No.

Email or Fax

Have you any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? Yes
 No
 (if Yes, please give details on separate sheet)

3.2 PREVIOUS ADDRESS (ES):

Address (2)

Postcode

Period at
address

Years

Months

Address (3)

Postcode

Period at
address

Years

Months

4. EMPLOYMENT:Employed
Means

Self Employed

On Contract

Student

Independent

Please give details of current Employer / Pension Administrator / Auditor / Solicitor (delete as appropriate)

Company
NameContact Name /
Position**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: Acc Name: Matthew James Property Services****Sort Code: 30-92-33 – Account No.: 44829662**

Address					Postcode		
Tel			Fax			Email	
Job title			Salary			Start Date	
Any other income							

Is this position permanent Yes No
 Will your employment change before the proposed tenancy starts? Yes No 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	

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6. ANY OTHER RELEVANT INFORMATION:

8. LIST OF ANY REPAIRS OR REQUESTS:

9. DECLARATION (Homelet referencing terms):

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I hereby confirm that the information provided by me is to the best of my knowledge correct. 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 I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Matthew James Property Services 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 my 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. Personal information collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Matthew James Property Services 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 Property Services is the data controller for the lettings application and tenancy, but the tenant referencing will be completed by HomeLet, who are part of the Barbon Insurance Group Limited and for the purposes of referencing, Barbon is the Data Controller. 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 insurances.

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.		

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