



TAKING THE RISK OUT OF PROPERTY RENTAL

GUARANTOR REFERENCING APPLICATION

Carters Property Management Ltd

59 High Street
Stony Stratford
Milton Keynes
MK11 1AY

Scheme No: 1401406

Tel: 01908 265200

To avoid any unnecessary delays, please complete in full, in BLACK INK using BLOCK CAPITAL LETTERS. Incomplete forms will be returned. Once completed, you can enter this application online via HomeLetUK.com/Connect for an instant acknowledgement.

1. TENANT DETAILS Who is the guarantor standing for?

To be completed by the LETTING AGENT

Applicant 1

Reference number [] Surname: []

Applicant 2

Reference number [] Surname: []

2. PROPERTY TO LET

To be completed by the LETTING AGENT

Address: []

Postcode: [] Is this property: Let only [] Managed [] Rent collect []

How is Rent Guarantee offered to your landlord? Free of charge [] Separate charge to the landlord [] Included in management fee [] N/A []

Property type: Detached [] Semi detached [] Flat [] Terraced [] Bungalow [] When was the property built? []

Total rent for this property per month £ [] Number of bedrooms: []

How much will the Guarantor cover?

Applicant 1 share of rent per month £ [] Applicant 2 share of rent per month £ []

Tenancy term: [] (months) Tenancy start date: []

3. YOUR PERSONAL DETAILS

To be completed by the GUARANTOR

Title: Mr [] Mrs [] Miss [] Ms [] Other []

First name: []

Middle name: []

Last name: []

Other name(s): (inc maiden name) []

Date of birth: [] National Insurance Number: []

Employment status: (please tick one) Employed [] Self-employed [] Retired [] On contract [] Independent means []

Gross annual income £ []

Bank / building society details: please provide the details of your current account

Name(s) of account holder(s): []

Bank name: []

Bank account number: [] Sort code: []

Telephone: (inc STD) [] Mobile: []

E-mail: []

Nationality: []

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Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?

Yes No

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

4. YOUR CURRENT AND PREVIOUS ADDRESS(ES)

To be completed by the GUARANTOR

Address: _____

Postcode: _____ Period at address: _____ Years _____ Months

If you have lived at your current address for less than 3 years, please provide previous addresses below.

Address: _____

Postcode: _____ Period at address: _____ Years _____ Months

Address: _____

Postcode: _____ Period at address: _____ Years _____ Months

5. YOUR FINANCIAL INFORMATION

To be completed by the GUARANTOR

Please tell us about your earnings and provide the details of a financial referee below (please tick one).

Current employer Pension administrator Accountant SA302 / SA100

Company name: _____

Address: _____
 _____ Postcode: _____

Contact name: _____

Contact's position: _____

Telephone: _____ (Inc STD) Fax: _____

E-mail: _____
Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your position: _____

Is this position: Permanent Contract Contract Term _____ Months _____ Hrs per week

Payroll/Service/Pension Number: _____

Gross Salary/Pension/Drawings per annum: £ _____ *If self-employed please include your average earnings in the last 2 years*

Start date: _____ End date (if applicable): _____

Will your employment change before the proposed tenancy starts? Yes No If YES, please provide details in section 7.

6. ADDITIONAL FINANCIAL INFORMATION - If you are changing to new employment, have a second job or another source of income, please provide details in this section.

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer Second employer Pension administrator Accountant Benefit / other

Company name: _____

Address: _____
 _____ Postcode: _____



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ADDITIONAL FINANCIAL INFORMATION continued - If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Contact name: []

Contact's position: []

Telephone: [] (Inc STD) Fax: []

E-mail: []
Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your position: []

Is this position: Permanent Contract Contract Term [] Months [] Hrs per week

Payroll/Service/Pension Number: []

Gross Salary/Pension/Drawings per annum: £ [] *If self-employed please include your average earnings in the last 2 years*

Start date: [] End date (if applicable): []

7. ADDITIONAL INFORMATION

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8. DECLARATION AND CONSENT

To be completed by the GUARANTOR

Please read the declaration and sign and date below.

By completing this form, you have agreed to act as a Guarantor for the tenant named within this form. The tenant's reference is being completed by HomeLet on behalf of their Letting Agent. HomeLet is part of the Barbon Insurance Group Limited. Barbon shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act").

Please read and complete the following declaration statement really carefully, making sure that you tick to say you understand how we're going to use your information. You should also sign and date the form in the space provided because we can't complete this application without this, and that could delay the tenant's application for a rented property.

- I understand that the information contained in this application will be retained, stored and used by HomeLet in accordance with the Data Protection Act. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that HomeLet can verify this through a number of different sources. These sources may include consulting the databases of credit reference agencies and the electoral roll, the Industry Sortcode Directory (ISCD) as well as other sources of information in relation to the details I've provided.

In connection with this application I also understand and consent that:

- HomeLet may contact me using the contact details provided in this application form, for the purpose of completing this reference;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If the tenant, for whom I am proposing to act as Guarantor, defaults in respect of their tenancy covenants in the future HomeLet may review the results of the verifications and searches set out above;
- If I default in respect of any of covenants I have given as Guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent) my default may be recorded on HomeLet's central database for defaulting debtors and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet

I also understand that by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and that the results of this search may show how I conduct my payments with other organisations. I also understand that how I conduct any payments as part of my agreement to act as Guarantor, may be disclosed to the Agency and may affect future credit applications. From time to time this information may also be used for debt tracing and fraud prevention. I understand that I may request the name and address of the Credit Reference Agency HomeLet use, and that I may apply for a copy of the information they provided to HomeLet. *

- I hereby authorise my referee /s to provide details of my earnings/ dates of employment / previous tenancy term (if appropriate) to HomeLet for the purposes described above for the completion of my application for a rented property *

Please note that if you wish to find out more about any of the sources of information that we access to complete your application then this can be found at <http://www.homelet.co.uk/ref-info>.

Signed

Name

Dated

* Please note, that if you do not tick these boxes, we will be unable to complete this application

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To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.