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Guarantor Application Form

Please submit your completed application form, together with the supported documentation, to
Island Lettings, The Observatory, Westridge Business Park, Ryde, Isle of Wight, PO33 1FX
- Application forms may also be submitted by email to info@islandlettings.co.uk

Guarantors Procedure:

1. Guarantors should be over 25 years of age, in full time employment and be a permanent resident in the UK. The Guarantor will be expected to sign a Guarantor Agreement which will be attached to the proposed tenancy agreement, which outlines your legal obligations.
2. If you are unemployed, under 25 years of age or claiming state benefits, you cannot act as a guarantor. (With the exception of retired, or non-working individuals with sufficient long term savings or pensions income).
3. If you have a registered County Court Judgement (CCJ) against you, Individual Voluntary Arrangements or Bankruptcy, you cannot act as a guarantor.
4. You must be earning 3 times the annual rental or have that amount in an easily accessible bank account. Homeownership or personal assets are not taken into consideration.
5. The Guarantor can be prospective tenant's parent, guardian, employer, sibling or close friend as long as they understand the agreement contract they are entering in to. A prospective tenant cannot act as a Guarantor.

What information do I need to provide?

- This form which must be completed in full
- 1 form of photographic identification (driving license or passport)
- 2 pieces of identification from your current address (utility bill, council tax etc) No mobile phone bills over 3 months old.
- If self employed we will also require 3 years worth of self assessments or an accountants reference.
- If relying upon pensions or savings to demonstrate annual income please supply an up to date pension statement and, or, an up to date bank statement showing proof of funds. If relying upon savings you will need to demonstrate that the funds have been held for a period of 12 months.

Application Details			
Property to be rented:			
			Postcode:
Property rent (per month):			
Applicant Information, (please provide addresses for the last three years)			
Title: MR / MRS / MISS / Dr.	First Name(s):		Surname:
Date of Birth:		National Insurance No:	
Marital Status: Married / Single / Divorced / Co-habiting / Widowed / Separated			
Home Tel:		Mobile Tel:	
Valid E-mail Address: (must be provided where possible)			
Current Address:			
			Postcode:
Homeowner / Renting / Living with family	Monthly payment of rent:	Period at address:	Y: M:
Previous address (if current address is less than three years):			
			Postcode:
Owner / Renting / Living with family	Monthly payment of rent:	Period at address:	Y: M:
Previous address (if current address is less than three years): add another sheet if required:			
			Postcode:
Owner / Renting / Living with family	Monthly payment of rent:	Period at address:	Y: M:
Previous address (if current address is less than three years): add another sheet if required:			
Current Employment Details, please provide 3 years of employment history (if applicable)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:		Telephone:	E-mail:
Your Position:	Start Date:	Salary:	(annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:
Previous Employment Details: (if current employment is less than 3 years)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:		Telephone:	E-mail:
Your Position:	Start Date:	End Date:	Salary: (annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:
Previous Employment Details: (if previous employment is less than 3 years) add sheet			
Company Name:			
Company Address:			
			Postcode:
Contact Name:		Telephone:	E-mail:
Your Position:	Start Date:	End Date:	Salary: (annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:
Required details: (if applicable), please provide proof of pensions income			
Pension type:	State / Private		Monthly Pension Amount:

Self Employment Details (if applicable), if you complete self assessment tax returns, please provide copies of your last three tax returns.

Company Name:

Company Address:

Postcode:

Business Type:

Annual Salary:

Employment Start Date:

Are you: **Sole Trader / Partner / Director / Share Holder / Private Limited Company / Public Limited Company**

Do you have an Accountant? **Yes / No** (if yes, please supply details below)

Name:

Telephone:

E-mail:

Address:

Postcode:

Credit History

Do you have any adverse credit history? **Yes / No**

Nb. Adverse credit history can include but is not exclusive to; CCJ's Bankruptcy Orders, Administration Orders, IVA's etc.

If yes please give full details below, i.e. Amount of debt, type of debt, dates debt incurred etc. If necessary add another sheet.

Bank Details / This information is required to complete the credit check.

Account number:

Sort Code:

Current Landlord / Letting Agent Information			
Company Name:		How long have you rented this property? Y: M:	
Contact Address:			
			Postcode:
Telephone:	Fax:	E-mail:	
References			
Are there any other persons associated with this proposed tenancy? If yes, please give details below:			
Full Name:		Applicant / Guarantor	
Full Name:		Applicant / Guarantor	

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. This reference will be subject to the terms of Ground 17 of the Housing Act 1996.

In considering your application we will search your record at a credit reference agency. They will add your record details of our search and your application and this will be seen by other organisations that make searches. The results of our findings may be forwarded to the Landlord for approval.

DECLARATION:

I authorise the verification of the information provided on this form as to my credit and employment and agree to the release of confidential and personal data under the Data Protection Act. I undertake that the aforementioned information is true to the best of my knowledge and give Island Lettings and the Landlord(s), in a confidential nature, permission to contact any of the personal and financial details given.

Signing this declaration also acknowledges that I have; fully read, understood, accept, and agree to comply with all terms and conditions, specified or implied by the contents of this document and form.

Signature of applicant **Date**