



**island lettings**

Tel: 01983 521112

[www.islandlettings.co.uk](http://www.islandlettings.co.uk)

## **GUARANTOR APPLICATION FORM 2019**

**Please submit your completed application form together with the supported documentation to:-**

**Island Lettings, The Observatory,  
Westbridge Business Park, Ryde,  
Isle of Wight, PO33 1FX  
or email to  
[admin@islandlettings.co.uk](mailto:admin@islandlettings.co.uk)**

#### Guarantor's Procedure:

1. A Guarantor must be over 25 years of age, in full time employment, or receive a Private Pension or have savings equivalent to 3 times the annual rent and must 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. 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 documents showing 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 accountant's 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			
Applicants name:		Rent (per month): £	
Rental Address:			
			Postcode:
Guarantor Information (please provide addresses for the past 3 years)			
Title: <b>MR / MRS / MISS / DR</b>	First Name:	Surname:	
Date of Birth:	National Insurance Number:		
Home Tel:	Mobile No:		
Email address:			
Current Address:			
			Postcode:
Owner / Renting / Living with family	Rent: £	pcm	Period at address: Y M
Previous Address			
Address if less than 3 years:			
			Postcode:
Owner / Renting / Living with family	Rent: £	pcm	Period at address: Y M
Address if less than 3 years:			
			Postcode:
Owner / Renting / Living with family	Rent: £	pcm	Period at address: Y M
Address if less than 3 years:			
			Postcode:

Financial			
Are you:- Employed / Self Employed / Retired / Independent means (Please complete relevant section)			
Current Employment (please provide last 3 years of history, if applicable)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:	Tel:	Email:	
Your position:	Start date:	End date:	
Salary:	OR	Hourly rate:	Hours per week:
Previous Employment (please provide last 3 years of history, if applicable)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:	Tel:	Email:	
Your position:	Start date:	End date:	
Salary:	OR	Hourly rate:	Hours per week:
Previous Employment (please provide last 3 years of history, if applicable)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:	Tel:	Email:	
Your position:	Start date:	End date:	
Salary:	OR	Hourly rate:	Hours per week:

Self-Employment Details, please provide Accountants details or 3 years of Self-Assessment Tax Returns:		
Are you: Sole Trader / Partner / Director / Shareholder /Private Limited Company / Public Limited Company		
Business Type:	Annual Salary:	Start Date:
Company Name:		
Company Address:		
		Postcode:
Do you have an Accountant? YES / No	Name:	
Address:		
		Postcode:
Telephone No:	Email:	
Retired or Independent means - Pension or Savings		
Private Pension £	State Pension £	
Savings £	Other income £	
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, Administration Orders, IVA's etc.		
Bank Details		
Account No:	Sort Code:	

Current Landlord / Letting Agent		
Company Name:	Contact Name:	
Contact Address:		
		Postcode:
Telephone:	Email:	

### Acceptance and Declaration

It is your duty and responsibility to provide complete and accurate information when completing this form. It is your responsibility to ensure that we are notified in WRITING of any changes to the information and data you have provided in relation to this form or when the tenancy has been granted.

We cannot be held responsible for incorrect data held in the event of non-disclosure.

Under the GDPR 2018, we must always have a lawful and legitimate basis for using personal data. This may be because the data is necessary for the performance of a contract with you. You have consented to the use of your personal data and because it is in legitimate business interests to use it. Your personal data will be used for following purposes:

1. Referencing you and carrying out suitability checks
2. Communicating with you on matters relating to the tenancy. This may include responding to emails, letters, texts or phone calls from you.

Information provided under the performance of this Agreement may be shared with the Landlord and other Agents, credit and referencing agencies, Local Authorities, Police, tracing agents, our legal representatives, solicitors, and mortgage lenders, chartered surveyors, estate agents.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods for six years.

Your attention is drawn to our Privacy Policy which can be found on our website [www.islandlettings.co.uk](http://www.islandlettings.co.uk). The Privacy Policy sets out what information we obtain and how we use it.

I confirm that the information supplied, to the best of my knowledge and belief, to be true.

I understand that the results of the findings will be forwarded to the appointed letting agent and/or Landlord and may be accessed again should I default in regard to my liabilities under the terms of the guarantor agreement or apply for a new tenancy agreement in the future.

I agree that searches of a Credit Reference Agency will take place.

I also understand that in the event of my defaulting on my agreement, that any such default may be recorded with the Credit Reference Agency 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 the covenants in my agreement with the Landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.

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 under the terms of the guarantor agreement will affect any future application for tenancies, credit or insurance.

Please ensure this form is returned to [admin@islandlettings.co.uk](mailto:admin@islandlettings.co.uk) or **Island Lettings, The Observatory, Westridge Business Park, Ryde, Isle of Wight PO33 1FX** within the next 48 hours.

Failure to return this application within this period will result in the property being re-advertised.

**By signing this form I consent to my personal information being verified by Island Lettings by contacting and requesting these details from my employer, accountant, Landlord or Agent.**

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

Name: .....

Signature: .....

Dated: .....