

RENTAL APPLICATION

Guarantor Referencing



Information for all applicants

Please fill in the relevant sections on the attached form.

Each guarantor application form must be accompanied by a full credit report, employment reference on headed paper or signed contract of employment and last three months' payslips.

(Please note Templeton Robinson will obtain references through a company called Homelet at no additional cost if an applicant has already paid £40).

Please note there are different forms for students, unemployed persons and companies. If you require this form please contact the office. This can be either emailed or posted to you.

The box below should be filled in to ensure Templeton Robinson can provide the landlord with full details of prospective tenants.

Address of Property _____
Term of Tenancy _____ Commencement Date _____
Number of People to Occupy the Property _____
Name _____ Occupation _____
Name _____ Occupation _____
Name _____ Occupation _____
Monthly Rent _____

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Templeton Robinson Partnership

Email: lucyarthur@templetonrobinson.com

Scheme No. 1504483

Telephone 02890 663030

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 connect.homelet.co.uk for an instant acknowledgement.

1 TENANT DETAILS [To be completed by the Letting Agent]

Please let us know who the Guarantor is standing for

Applicant 1

Reference Number

Applicant's Surname

Date, of birth / /

Applicant 2

Reference Number

Applicant's Surname

Date, of birth / /

Please complete Section 2

2 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode

Total rent per calendar month

How much will the Guarantor Cover?

Applicant 1 share of rent PCM

Applicant 2 share of rent PCM

How is Rent Guarantee offered to your landlord? Free of charge Separate charge Included in Management Fee N/A

Property Let Type Let Only Managed Rent Collect

No. of bedrooms

Property type Detached Semi detached Flat Terraced Bungalow

When was the property built? (eg 1984)

Tenancy term (months) Tenancy start date / /

Is the tenant paying the full rent in advance? Yes No If yes, do you require HomeLet to obtain financial references? Yes No

Please complete Section 3

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3 YOUR PERSONAL DETAILS [To be completed by the Guarantor]

Title: Mr Mrs Miss Other

First name Middle name

Last name

Email

Other / Maiden / Previous Name(s) Date of birth / /

Your Telephone Your Mobile

Employment status Employed Self-employed Retired Independent means On contract

Matital status Single Married Divorced / Widowed Other

Total gross annual income

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

Account holder(s) Bank name

Bank Account no. Sort code

IMPORTANT - ADVERSE CREDIT HISTORY

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? NO YES

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 ADDRESS [To be completed by the Guarantor]

Current Address

Postcode

Period at Address Years Months

We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address below.

Previous Address

Postcode

Period at Address Years Months

Address

Postcode

Period at Address Years Months

Please complete section 5

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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). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer Pension Administrator Accountant Self employed (SA302 / SA100)

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Mobile

Email

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self employed please indicate your average earnings from the last year*

Basic salary Commission / Overtime

Start Date End Date (if applicable)

Details of savings / benefits:

*Do you have a second job, or additional pension? IF YES, please enter the details in section 6
Will your employment change before the proposed tenancy starts? IF YES, please go to section 6
IF NO, please go to section 7*

6 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Guarantor]

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

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your Position

Is this position: Permanent Contract Contract Terms Months Hours 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)

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7 ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ("GDPR").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- The personal information we have 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. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: homelet.co.uk

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

YES I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Full name

Date

Additional Information - To be completed by the Guarantor