

# Guarantor applicant form



Part A should be completed by Hill & Clark. The other sections should be completed by the guarantor according to the type of assessment required. Please complete this Application Form in BLACK INK using BLOCK CAPITAL LETTERS. Once fully completed, please return to Hill & Clark. Hill & Clark will then send this to their referencing supplier, **REFERENCE-MY-TENANT**. Please inform your employer/accountant/pension provider that Reference-my-tenant will be contacting them.

## Part A to be completed by Hill & Clark

Branch account number	<input type="text" value="H50024 – HILL &amp; CLARK"/>
Contact name	<input type="text"/>
Contact tel number	<input type="text" value="01205 352019"/>

To assist us to complete the assessment process, there might be a requirement to contact the guarantor by telephone. Please tick the box opposite if this is not acceptable.

Parts B C D and E have been completed on a separate application form by the tenant. As a Guarantor, you will be required to complete the relevant sections as indicated below. Branch to tick the appropriate report type to indicate which parts the guarantor must complete

<b>Guarantor Comprehensive</b>	A F G H I	<input type="checkbox"/>
<b>Guarantor Standard</b>	A F H I	<input type="checkbox"/>
<b>Comprehensive Tenant &amp; Guarantor</b> <i>(to be used when the branch knows that a guarantor is required from the outset). Also an individual application form must be completed and submitted</i>	A F G H I	<input type="checkbox"/>

If an individual applicant has already been processed and requires a guarantor, please supply the applicant's RMT reference number in the box provided. If the guarantor is acting for more than one tenant please confirm this in Part F

## Property details *(of the property you are going to rent)*

House number / name	<input type="text"/>		
Flat number / name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Post code	<input type="text"/>
Total rent	<input type="text" value="£                    per week / month (circle as appropriate)"/>		
Proposed tenancy start date	<input type="text"/>	Period	<input type="text" value="Months"/>

### Confidentiality Note

Once fully complete, please transfer to [www.reference-my-tenant.com](http://www.reference-my-tenant.com). The information contained within this application is being transmitted to and is intended only for RMT. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this is strictly prohibited.

## PART F - Please give details of all tenants this guarantor is acting on behalf

	First name	Middle name	Surname	Share of rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

## Guarantor's personal details (\* Denotes mandatory fields)

Mr/Mrs/Miss/Ms \*  Other (please specify)

First name \*  Middle name(s) \*

Surname \*  Maiden name(s) \*

Date of birth \*  Nationality

Sex  /

Marital status \*

Daytime tel no \*  Evening tel no \*

Mobile tel no \*  Email address

Are you aware of any CCJ/CD/Bankruptcy Orders, current or pending?  No  Yes

## Guarantor's current address (\* Denotes mandatory fields)

House number / name \*

Flat number / name \*

Street \*

Town \*

District \*

County \*  Post code \*

Status \* (circle one)

Other (please specify)

**Guarantor's previous address (if you have not lived in your current address for more than 3 years)**

House number / name \*

Flat number / name \*

Street \*

Town \*

District \*

County \*  Post code \*

**PART G – Employment details** (to be completed by the Guarantor if a fully Comprehensive reference is required)

(\* Denotes mandatory fields)

**Employment status \*** (please tick)

<input type="checkbox"/> Self employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in advance

Type of business

Job title\*

Annual income (gross) \*  £ Employment start date \*

Average annual overtime or bonus  £ Average annual commission  £

Payroll/pension no \*

NI number \*

Nature of your employment \*

Full time	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Contract	<input type="checkbox"/>

Do you have any additional income? If so, how much per annum?  £

Source of additional income

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## Employer / Accountant / Pension Provider's details (\* Denotes mandatory fields)

Employer / Accountant / Pension provider *	<input type="text"/>
Office / house name / number *	<input type="text"/>
Street name *	<input type="text"/>
Town *	<input type="text"/>
County *	<input type="text"/>
Post code *	<input type="text"/>
Contact name *	<input type="text"/>
Contact job title *	<input type="text"/>
Daytime tel number *	<input type="text"/>
Mobile number *	<input type="text"/>
Email address *	<input type="text"/>
Fax number *	<input type="text"/>

## PART H – Bank / Building Society details (\* Denotes mandatory fields)

Name of bank *	<input type="text"/>
Address *	<input type="text"/>
Account name *	<input type="text"/>
How long with bank?	<input type="text"/>
Account number *	<input type="text"/>
Sort code *	<input type="text"/>
Do you have a cheque guarantee card?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

## PART I – TO BE SIGNED BY THE GUARANTOR

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand that my application form and the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Reference-my-tenant.com searching information held by credit reference agency and agree that Reference-my-tenant.com and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention. I consent to my data being passed to a third party insurance provider for the sole purpose of the landlord arranging relevant insurances and claiming against such policies where disclosure of tenants information is necessary.

I hereby expressly consent to my personal details, including all recorded details in this application form, copies of any third party references and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

I consent to the information contained in my Application Form being used by Reference-my-tenant and its business partners to notify me of other products and services as appropriate. Please tick box if you DO NOT wish your information to be used by Reference-my-tenant and its business partners to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing my application forms and the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application. I understand that if my reference is declined I will not be given a refund of my application fee.

Please sign and date the form.

**Name**

**Signature**

**Date**