

# Full Reference Guarantor Form



Please return this form to Ashfield Yeovil Limited. Asterisks (\*) indicate a field is mandatory.

## Agency Details

Letting Agent Name \*

Letting Agent ID \*

## Property Details

Total Monthly Rent \*

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

## Guarantor Details

Name of Tenant (Who you are acting for) \*

Relationship with Tenant \*

## Guarantor's Contact Details

Title (e.g. Mr, Mrs, etc.) \*

First Name \*

Middle Name \*

Last Name \*

Date of Birth (dd/mm/yyyy) \*

Telephone Number \*

Mobile Number \*

Email Address \*

Previous Full Name (if your name has changed in the last 6 years)

## Additional personal information

Have you or anyone residing with you been convicted of any offence? \*

 Yes No

Have you or any one residing with you been evicted from a property or refused a tenancy? \*

 Yes No

Do you or anyone residing with you intend to run any form of business from the property? \*

 Yes No

## Next of Kin (or person to be contacted in an emergency. THIS MUST NOT BE A CO-TENANT)

Title \*

First Name \*

Surname \*

Address Line 1 \*

Address Line 2 \*

Town \*

Postcode \*

Phone number - Daytime \*

Mobile Phone \*

Relationship to the tenant (Parent/Guardian) \*

## Guarantor's Details

Marital Status \*

Any recent arrears or adverse credit? \*

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

## Guarantor's Current Address Details

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

Owner

Live with Parents

Family / Friends

## Guarantor's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Move In Date (Estimate) *	Move Out Date (Estimate) *	
<input type="text"/>	<input type="text"/>	

## Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent *	This is a Letting Agency	This is a Private Landlord
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone Number *	Contact Email Address *	
<input type="text"/>	<input type="text"/>	

## Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE)	Self-Employed (Self-Assessment)	Self-Employed (Accountant)	Investments / Savings	Benefits (please state which type)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Employer / Accountant Name *			Annual Income Amount *	
<input type="text"/>			<input type="text"/>	
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Primary Contact Number *	Secondary Contact Number		Contact Email *	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Comments / Further Information (if you have further income sources, please specify these on the next sheet)				
<input type="text"/>				

## Identification

National Insurance Number \*

Identification Type (e.g. passport, driving licence, etc)

Identification Number \*

Bank Account Number \*

Bank Account Sort Code \*

## Agency fees

A deposit of one and a half month's rent will be held by the agent/landlord for the duration of the tenancy. The deposit cannot be used under any circumstances to pay the rent and is refundable at the end of the tenancy subject to the property being handed back in good, clean condition.

Any damage caused during the tenancy may be charged to you and the property will be inspected at regular intervals throughout the tenancy by appointment. The rent will be due as indicated in the Tenancy Agreement and is required to be paid as directed by us. Other terms and conditions will be made clear to you before the tenancy commences and will be detailed in the Tenancy Agreement.

PLEASE FORWARD THE APPLICATION FORM TO OUR YEOVIL OFFICE TOGETHER WITH PAYMENT OF £78.00 MADE PAYABLE TO ASHFIELD YEOVIL LTD. PLEASE INCLUDE PROOF OF IDENTITY (PASSPORT, DRIVING LICENCE, IDENTITY CARD, etc) AND AN OLD UTILITY BILL IN YOUR NAME SHOWING YOUR CURRENT ADDRESS

## Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I expressly acknowledge that Rent4sure Limited is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Limited and I agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998.  By ticking this box I confirm I do not want Rent4sure Limited passing my contact details to third parties including RGA Underwriting Limited, and their broadband partners in order that Rent4sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance, utilities, or broadband/media services.

Rent4sure Limited is a data controller under the Data Protection Act 1998. Rent4sure Limited's full privacy policy and a data protection fact sheet are available at [www.rent4sure.co.uk](http://www.rent4sure.co.uk).

Guarantor's Name \*

Guarantor's Signature \*

Date (dd/mm/yyyy) \*

## Additional Information

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

## Supplementary Orders (for use by Ashfield Yeovil Limited only)

### Rent Protection

RP 6 Months  
1 Month Excess

RP 6 Months  
Nil Excess

RP 12 Months  
1 Month Excess

RP 12 Months  
Nil Excess

### Legal Expenses Insurance

LEI 6 Months

LEI 12 Months

### Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

### Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check