

# GUARANTOR APPLICATION FORM

## ADVICE ON COMPLETING THIS FORM

- You must supply full contact details for all referees. We will require contact telephone numbers, email address and postal address. This helps speed up the referencing process.
- If your employer has a Human Resources or Payroll Department, please use these details and not your line manager at work for your employment reference.
- Please ensure that all referees that you have given on this form have been advised that they will be contacted by us.
- If you have County Court Judgements (CCJ's) registered against you, it may prove impossible to act as a Guarantor unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the tenancy. If you have any such judgements registered against you but do not declare them on your application form, they will in any case be found on your credit report and your application will be rejected. You are therefore advised in all circumstances of known or suspected poor credit to discuss the situation fully at the outset so we may properly advise you of how your application may proceed, before you commit to any application fee.

## YOUR RESPONSIBILITIES AS A GUARANTOR

1. All Guarantors are advised that, if acceptable, you, the "Guarantor", will be responsible for paying the tenants rent in full or part should the tenant fail to pay the amount agreed in the Tenancy Agreement for the period of time set out in said agreement or period of time that the property is occupied by the tenant, whichever is the greater. You will also be responsible for the costs of any damage done to the property whilst tenanted and any other matter where the tenant is in breach of their agreement and a financial penalty is incurred.
2. If you are applying to stand as Guarantor for an applicant who believes themselves to be entitled to housing benefit, you are advised that the submission of a housing benefit claim is not proof that the tenant will receive help paying their rent. Should their claim be successful and housing benefit agrees to pay the claim, it is possible that the allowance awarded will not cover the agreed rent and the tenant will be liable for any shortfall. Should they fail to pay the shortfall, you, the Guarantor, will become responsible.
3. At any time during the claim, housing benefit can stop payment. They can (should sufficient grounds exist), request that all applicable funds paid to date be refunded. Where the tenant is unable to meet this request, you, as Guarantor, will once again become liable for this payment.

**For your own guidance, you should be aware that to act as a Guarantor your salary should be at least 3 times the proposed annual rent.**

## APPLICATION FEES

4. An application fee of £35.00 is now due and must be enclosed with this application. This fee is to cover our administration costs.

## REFUND OF FEES

5. The only circumstances under which application fees will be refunded is if the Landlord rejects the tenancy application that you are acting as Guarantor for, despite the applicant having passed the required reference / credit checks, or if the Landlord cancels the tenancy prior to you moving in.
6. If the applicant fails the reference / credit checks, or if they withdraw their application for any reason, or if they fail to meet the agreed move-in date, you are not permitted any refund of any fees paid.

Please initial opposite to confirm you have read, understood and agree to the above information.

## WHO ARE YOU ACTING AS GUARANTOR FOR?

What is the name of the person you are acting as Guarantor for?	
What is the address of the property they wish to rent through us?	

## ABOUT YOU

What is your title?		What are your first name(s)	
What is your surname?		What is your date of birth?	
What is your landline number?		What is your mobile number?	
What is your email address?			
What is your National Insurance number?			

What is your current address? (including the postcode)				
How long have you lived at this address for?	Years		Months	
Are you a property owner?		Are you a private landlord tenant?		Are you a Housing Executive tenant?
Are you living with your parents?		Are you living with family / friends?		Other

**If you have not lived at your current address for 3 years or more, please supply us with your previous address(es) to cover a 3-year period.**

What is your previous address? (including the postcode)				
How long did you live at this address for?	Years		Months	
Did you own this property?		Did you rent this property from a private landlord?		Did you rent this property from the Housing Executive?
Where you living with your parents?		Where you living with family / friends?		Other

**If you have not lived at the above address for 3 years or more, please supply us with your previous address(es) to cover a 3-year period on a separate sheet.**

Do you have any adverse credit or County Court Judgements (CCJ's) against you?	<b>YES / NO</b>
If you answered yes to the above question, please give details and any other financial facts relevant to your application below:	

## YOUR EMPLOYMENT DETAILS

Please give details of your current employment. If you are self-employed, please supply details of your accountant.

I am employed full time		I am employed part time		I am self employed	
I am a student		I am retired		I am unemployed	

Company Name		Contact Address	
Contact Name			
Landline Number			
Email			

What is your job title?		When did you start this employment?	
Is your job permanent?		What is your payroll number?	
What is your gross annual salary?		Do you have any other income?	
If you have any other form(s) of income, please give details below: -			

## BANK DETAILS

Please supply us with details of the bank / building society account that you want your rent payments to be collected from.

Bank / Building Society Name		Branch Address	
Account Name			
Account Sort Code			
Account Number			

## IDENTIFICATION REQUIRED

To support your application, you must provide us with two forms of identification. One must be photographic and the other postal. All postal identification must be dated within the last three months. We ONLY accept the following forms of identification: -

ACCEPTED PHOTOGRAPHIC ID	✓	ACCEPTED POSTAL ID	✓
Current Drivers Licence		Utility Bill	
Current Passport or National ID Card		Bank / Building Society Statement	
Electoral ID Card		Telephone Bill (Mobile <b>NOT</b> Accepted)	

## DECLARATION

I / we understand that this application is NOT an offer of tenancy. This application is necessary to validate the details I / we have provided in support of our requirement to act as Guarantor and, once a successful referencing pass has been received, the landlord will be requested to formally accept my / our application. No tenancy can be offered until such formal acceptance has been received by Orchard Lettings.

It is in your interest to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application if you contact the people who you have mentioned on this form, and request them to respond immediately to our reference requests.

I confirm that the information supplied, to the best of my knowledge and belief to be true. I consent to this information being verified by contacting the third parties in this form. I understand that the results of the findings will be forwarded to Orchard Lettings and the Landlord. I agree that Orchard Lettings may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of insurance and credit.

I understand that in the event of any default by me of the covenants in my tenancy agreement with the landlord, the information contained herein may be disclosed to tracing companies and / or debt collection agencies to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purpose only of processing this reference application, notwithstanding such transfer, Orchard Lettings will remain the Data Controller for this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1966 and I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy.

**Please sign below to confirm that you wish to apply to act as Guarantor, and that you agree to the above declaration.**

<i>Applicant Signature</i>	<i>Please Print Name</i>	<i>Date</i>
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## CONTACT US

If there is any part of this form you require further information on, please contact us: -

**TEL:** 02838 355100

**EMAIL:** [info@orchardlettings.com](mailto:info@orchardlettings.com)

**WEB:** [www.orchardlettings.com](http://www.orchardlettings.com)

**ADDRESS:** 32 Tandragee Road, Portadown, Craigavon, Co. Armagh, BT62 3BQ