



REFERENCING SERVICE
GUARANTOR'S APPLICATION

1502132

Space Rental
12 St Pauls Street Leeds
LS1 2LE

All boxes marked are **MANDATORY** and we are unable to proceed without the information.

1. SERVICE AND PROPERTY DETAILS

This section should be completed by the **LETTING AGENT**

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Credit Profile Plus Comprehensive Plus

Xpress (6 Months)	<input type="checkbox"/>	Extra (6 Months)	<input type="checkbox"/>	Advantage (6 Months)	<input type="checkbox"/>
Xpress (12 Months)	<input type="checkbox"/>	Extra (12 Months)	<input type="checkbox"/>	Advantage (12 Months)	<input type="checkbox"/>

Tenant's Reference Number: (supplied on top of the acknowledgement report form)

Tenant First Name: Tenant Surname:

Address of property to be let:

Postcode:

Total rent for this property: £ per month Total rent for this applicant: £ per month

2. GUARANTOR DETAILS

This section should be completed by the **GUARANTOR**

Title: First Name: Surname:

Other Name(s): Date of Birth:

Telephone: Mobile:

Email:

Residential Status: Property Owner Council Tenant Private Tenant Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders? Yes No

If YES, please detail on a separate sheet.
 Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

3. CURRENT ADDRESS OF THE GUARANTOR

This section should be completed by the **GUARANTOR**

Postcode:

Period at address: Years Months



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4. PREVIOUS ADDRESS(ES)

This section should be completed by the **GUARANTOR**

Where have you been living during the last 3 years?
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary

Address 2:

Postcode:

Period at address: Years Months

Address 3:

Postcode:

Period at address: Years Months

5. GUARANTOR'S EMPLOYMENT

This section should be completed by the **GUARANTOR**

Employed Self-Employed On Contract Retired
Unemployed Student Independent Means Proof required if this box is ticked

Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers

Details of current Employer / Pension Administrator / Accountant (**delete as appropriate**)

Company Name: Contact Name:

Address:

Postcode:

Telephone: Fax:

Email:

Gross Salary / Pension / Drawings: £ per annum

Payroll / Service / Pension Number:

Position Held: Start Date:

Is this position permanent? Yes No

Will your employment change before the proposed tenancy starts? Yes No If YES, please detail on a separate sheet



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6. GUARANTOR'S PREVIOUS EMPLOYMENT / OCCUPATION

This section should be completed by the **GUARANTOR**

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment status: Permanently Employed Self-employed Unemployed
 Student Other Please State: _____

Company Name:

Address:

Postcode:

Telephone: Fax:

Email:

Start Date: End Date:

7. ADDITIONAL INFORMATION

This section should be completed by the **GUARANTOR**

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

8. DECLARATION

This section should be completed by the **GUARANTOR**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to the information being verified by contacting the third parties detailed in this form. 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 the tenant, for whom I am proposing to act as Guarantor, default in respect of any of their tenancy covenants. I further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. I agree that HomeLet or their approved agent 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 understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

I also understand that in the event of my defaulting in respect of my covenants as Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, 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 my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I also understand that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed

Name Date

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

HomeLet is a trading name of Hanover Park Services plc and Hanover Park Commercial Ltd Registered address: Phoenix House, 11 Wellesley Road, Croydon, CR0 2NW Company Registration No: 04194617 & 03135797