

LetsXL Referencing Guarantor Application



Imperial Lettings (Shropshire) Ltd

Tel: 01952 258 900 Fax: 08452 80 90 10

XL 16126

**YOU MUST READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION
MISSING OR INCOMPLETE INFORMATION WILL DELAY YOUR APPLICATION**

Please use black ink and CAPITAL LETTERS throughout the form.

What you must do to ensure that we can process your application quickly and efficiently:

Tick After
Completed & Checked

- o Detail all requested telephone numbers **including full dialling codes**
- o Detail all requested addresses fully **including full postcodes**
- o Please provide **one proof of residency (not more than 4 months old)** from the following
 - Utility Bill
 - Council Tax Bill
 - Mobile / Telephone Bill
 - Credit Card Statement
- o Contact all referees to advise that we will be contacting them and, if requested, supply them written authority

If any of the items on the left are unavailable please supply at least 2 from the following:
Bank statement, Official letter (from council or government department) or driving license.
Each must be from a separate source and one must be less than 4 months old.
Passports are not acceptable as proof of residency

Please note you must be 21 years of age or over to be able to act as a guarantor

Only by providing complete information can we ensure that your application is dealt with promptly.

- Where you see this symbol your application cannot be processed if this information is missing.

SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT.

One box only. Credit Check Full Reference (You will require a full reference to secure a Warranted Reference for a tenancy)

Property Address: Postcode: Address:

Total Monthly Rent: £ . 0 0 Term (Months):

No. of tenants sharing: Total applicants' share: £ **Enter the total amount for all applicants for whom you are applying to act as guarantor**

Please provide the following information: (please only provide details of the applicant(s) for whom you are acting as guarantor)

Original applicant's name:- Reference number:

Original applicant's name:- Reference number:

SECTION 2 – PERSONAL DETAILS.

Title: FULL Name:

Previous Name(s): (inc maiden name)

Date of Birth:

Married Single Separated Divorced Widowed

Current Address: Postcode: Address:

Period at address: y m Tel: Mobile:

Email (use capitals):

Owner Council Tenant Private Tenant With Family/Friends Occupational Residence

Are you aware of any adverse credit history e.g. Do you have any CCJ's, Bankruptcies, etc? Yes No

If yes, please detail below giving dates, amounts and any explanations. Continue on a separate sheet if required.

SECTION 3 – PREVIOUS ADDRESSES – please give all addresses for the last three years (on a separate sheet if required.)

Previous Address: Postcode: Address:

Date Moved in: Date Left:

Previous Address: Postcode: Address:

Date Moved in: Date Left:

SECTION 4 – INCOME DETAILS

Employed Self Employed On Contract Temporary Retired Private Means Unemployed

Company/Agency Name:

Contact Name: Address:

Postcode:

Tel: Fax: **Mobile phone numbers are unacceptable**

Please include regular commissions/bonuses in the Commission Income box; we will count 50% of this figure towards your total income. If you earn commission only, state the actual amount earned over the last 12 months; we will count 80% of this figure towards your total income. In the Additional Income box include only regular benefits that you are likely to be still receiving in 12 months time. We may consider up to 50% of this figure towards your total income. Self-employed applicants should state their Taxable Income for the previous year.

Gross Basic Salary/Pension per Annum: £ . 0 0 Commission Income per Annum: £ . 0 0

Additional Income (benefits etc): £ . 0 0 Position Held:

Start Date: Payroll, Service or Pension number:

Is this permanent? (YES/NO): Full time: Part time:

Is your employment to change in the near future? (YES/NO): If YES please provide details:

Please use the section below to determine if your income is sufficient to act as a guarantor.

From basic salary box 50% of commission income 50% of additional income

£ . 0 0 + £ . 0 0 + £ . 0 0 = £ . 0 0

Rental share from section 1

£ . 0 0 x 12 ÷ = £ . 0 0

=

You will need to have an income/rent ratio greater than 3.0 to act as a guarantor

SECTION 5 – PREVIOUS EMPLOYMENT DETAILS – If you have worked for your current employer for less than 12 months please provide details of your previous employer below. Please tick if not applicable .

Company name:

Address:

Postcode:

Tel: Fax:

Commencement Date: Departure Date:

SECTION 6 – LANDLORD / LETTING AGENTS DETAILS – Please tick if not applicable .

Company or Landlord name:

Address:

Postcode:

Tel: Tel(Eve): Fax:

SECTION 7 – ACCOUNTANT DETAILS – only required for self-employed applicants. Please authorise your accountant/auditor to provide us with a reference when we request it. Please tick if you do not have an accountant.
We may need to see copies of your tax returns. Please tick if not applicable .

Practice name:

Address:

Postcode:

Tel: Fax:

Contact:

SECTION 8 – BANK DETAILS – Current account only. Please tick if you do not have a current account .

Bank/Building Society name:

Address:

Postcode:

Tel: Sort Code: Account No.:

Account name:

SECTION 9 – NEXT OF KIN – excluding spouse. To be completed in all cases.

Name:

Address:

Postcode:

Tel: Relationship:

SECTION 10 – If you will be paying all or part of the applicant's rent on their behalf please complete the section below.

Amount you will be contributing to the monthly rent £ . 0 0

Monthly outgoings: Mortgage/rent: £ . 0 0 Loans: £ . 0 0 Credit Cards: £ . 0 0

Other bills: £ . 0 0 Any other regular monthly spend: £ . 0 0 = Total: £ . 0 0

SECTION 11 – ADDITIONAL INFORMATION (please note you must be a UK resident to act as a guarantor).

Have you been continuously resident in the UK for the last 12 months? Yes No Nationality:

SECTION 12 – DECLARATION

I/We hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and that the results of the findings will be forwarded to the appointed letting agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement or apply to act as guarantor in the future. I/we agree that LetsXL Limited (the Data Controller) may search the files of a credit reference agency which will keep a record of that search. I/We also agree that any search will be made on an 'opt in' basis. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord but I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/We also confirm that, in the event of my/our defaulting on the rental agreement any such default may be recorded with the credit reference agency and may affect any future application for credit I/we may make.

 **Guarantor's Signature:**

Date:

It is common practice for employers, previous landlords and other referees to request written authorisation from you before they will release information to us. The following page is an authorisation letter which we ask you to complete by inserting your name, full address and signature. We will use this letter only when requested by your referees.

To: Whom it may concern

Ref: Guarantor Agreement References requested from LetsXL Limited

Dear Sir,

I _____ of _____
_____ hereby authorise you to release to
LetsXL Limited information relating to my employment, income or previous tenancies.

Please respond promptly to facilitate processing of my current application as guarantor for rented accommodation.

Thank you.

Yours faithfully,

Signed: _____

Print Name: _____

Date: _____