

# Guarantor Application

## Northwood Branch Name

Please complete this form and return it to your Northwood branch.

### Section 1 - Rental Property Address (to be completed by Northwood)

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Postcode

Names of tenants

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### Section 2 - Guarantor Personal Details

Title	First Name
Middle Name	Surname
Date of Birth (DD/MM/YY)	Marital Status
Nationality	NI Number
Phone	Email

What is your relationship with the applicant (please tick one)

Friend

Family

Colleague

If you've ever been known by any other name please write it here

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### Previous three years address history If more space is required please complete on a separate sheet

#### Present Address

Address

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Postcode

Time at this address      Years      Months

Address status (please tick one)

Owner

Rented

Living with parents/friends

Other

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#### Previous Address

Address

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Postcode

Time at this address      Years      Months

Address status (please tick one)

Owner

Rented

Living with parents/friends

Other

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## Section 3 - Guarantor Credit Information

**ADVERSE CREDIT - It is imperative that you declare adverse credit, whether it is satisfied or unsatisfied. Failure could have a detrimental affect on your application.**

Do you have any undischarged bankruptcy?  Yes  No If Yes, please give details below

Have you ever applied for an I.V.A?  Yes  No If Yes, please give details below

Have you ever previously rented a property?  Yes  No

Have you ever been in arrears with your rental payments?  Yes  No How much £

Have you ever been named on a mortgage?  Yes  No

Have you ever been in arrears with your mortgage payments?  Yes  No How much £

Have you got, or had, any CCJs?  Yes  No If Yes, please give details below

## Section 4 - Employment Details

**NOTE - If you are Self Employed, a Director of your own company, Retired or have Independent Means, go to section 5**

Name of company	Position
If Company Director, Company Number	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Payroll number	Start date (DD/MM/YY)
Gross salary	
Address	
	Postcode
Reference contact name and position	
Contact number	Email
Is your current position going to change in the near future?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details below

### Previous employment details (if less than 6 months)

Previous employment status (please tick one)  Employed (FT)  Employed (PT)  Unemployed  Student  Self-Employed  
 Agency Worker  Independent Means  Temp Worker  Retired  Zero Hours

Name of company	Position
If Company Director, Company Number	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Payroll number	Start date (DD/MM/YY)
Gross salary	
Address	
	Postcode
Reference contact name and position	
Contact number	Email

## Other sources of income

If you have other sources of income then please state these below. Additional income proof will be required.

Overtime	£	Shift allowance	£	London weighting	£
Bonus	£	Car allowance	£	Tax credits	£
Disability benefit	£	Housing benefit	£	Child maintenance	£
Carers allowance	£	Fosterers allowance	£	Child benefit	£
Employment support allowance	£	Guardian allowance	£		

Additional income 1 £ Description \_\_\_\_\_

Additional income 2 £ Description \_\_\_\_\_

## Section 5 - Self Employment, Director, Independent Means, Retired

### Self Employed / Director

Are you a Company Director?  Yes  No Start date (DD/MM/YY) \_\_\_\_\_

Annual income Salary £ \_\_\_\_\_ Dividend £ \_\_\_\_\_

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

Have final accounts been prepared?  Yes - by accountant  Yes - Self assessment  No

### Independent Means

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

### Retired

Have you got proof of pension?  Yes  No

Pension provider \_\_\_\_\_ Pension number \_\_\_\_\_

Pension amount £ \_\_\_\_\_

## Section 6 - Bank Details

Name of bank \_\_\_\_\_ Account number \_\_\_\_\_

Address \_\_\_\_\_ Account holder \_\_\_\_\_

Postcode \_\_\_\_\_ Sort code \_\_\_\_\_

## Section 7 - Prior Consent

I agree that if the tenancy proceeds the How to Rent Guide and other important Tenancy documents may be served on me by electronic means.

Please tick if you agree.

## Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency.
- Contacting my current, previous employers and referees to confirm the details provided.
- Fraud prevention, credit assessment and insurance decisions.

I understand that the results of these searches will be provided to the Letting Agent and Landlord and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default in my tenancy obligations as a guarantor, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

## Declaration cont.

Northwood may use a third party referencing agent, if so you agree to being contacted by that agency, Northwood will make you aware of that company if used.

I have read and agree to be bound by the above terms.

## Conditions

As a prospective Guarantor I agree that;

- All the information provided by me on this Guarantor Application form is correct.
- I have read the information below regarding the General Data Protection Regulations.
- I have read the draft copy of the Guarantor Agreement and the draft copy of the Tenancy Agreement.
- I understand that all initial monies may not be returned to me should I not wish to guarantee this application, but understand it will be returned to me should Northwood, for whatever reason, not accept me as a Guarantor unless I have given false information or (where applicable) the Applicant has given false information on the relevant application forms or where any of the persons who will be occupying the property fail the Right to Rent checks or any part of the referencing procedure.

## General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

I would like to receive updates about products and services, promotions, special offers, news and events from Northwood via

SMS       Email       Post       Telephone

Signature

Print Name

Date (DD/MM/YY)

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## Signature

I hereby give my consent for any person or organisation to furnish Northwood with whatever information they require in relation to my application.

Applicant's Signature

Print Name

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Date (DD/MM/YY)

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**Please complete this form and return it to your Northwood branch.**

## For office use only

Property number

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Monthly rent

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Applicant's name(s)

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Guarantor	Employers Reference		Photographic ID	Evidence of Residence	Date Received
	Date Sent	Date Received			

Please note the following:

Passport number / driving licence number

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Utility reference number

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Address Stamp Box