



## **Guarantor Reference Form**

A Guarantor will be required for an individual tenant who is unable to provide a satisfactory reference or credit check score or has been employed less than one year. The Guarantor is usually a member of the individual's family who is an owner of freehold property or of sufficient means to provide a suitable reference score.

This person will be required to sign a legally binding document prior to the creation of the tenancy, which would make him/her liable for the rent and other obligations of the tenancy for the term of occupancy if the tenant defaults on their obligations. Before signing the Guarantor Agreement the Referencing form below must be completed. A fee per reference of £29 will be charged to cover processing costs.

If you have any questions about the application forms or process, please get in touch and we will do our utmost to help.

You can e-mail, post or drop your forms off at our office, which ever suits you best. However we will need to see your proof of identification of the guarantor and be in receipt of the referencing fee & holding deposit before we can process the application.

It is essential that full and correct responses are given to all questions on the application form as by submitting the form you & the guarantor declare that the details given are true and correct, and will be the basis of any contract between you or the guarantor and Rent East Yorkshire Limited or any of their Landlord Clients. Submission of the Application and any fees do not represent any offer between East Yorkshire Limited or any of their Landlord Clients and you the prospective tenant or guarantor.

**Rent East Yorkshire Ltd, Unit 21 Drifffield Business Centre, Scotchburn Garth, Drifffield, YO25 6EF**

**Telephone: 01377 250 550 E-mail: [info@renteastyorkshire.co.uk](mailto:info@renteastyorkshire.co.uk)**

**Web site: [www.renteastyorkshire.co.uk](http://www.renteastyorkshire.co.uk)**

**Registered in England No. 07059475**

### Agent / Landlord Details

Letting Agent Name / Landlord Name: .....  
Address: ..... Postcode: .....  
Telephone: ..... Email: .....

### Property (to be rented) Details

Full Address: .....  
..... Postcode: .....  
Property Type: ☐ Terrace ☐ Semi-Detached ☐ Detached ☐ Flat  
Property Rent (per month): £ ..... Applicants share of the rent (per month): £ .....  
Rental Period (in months): ..... Number of Bedrooms: ..... Tenancy Start Date: .....

### - Applicant One (Student)

#### Tenant Details

Title: ..... First Name: ..... Initial(s): ..... Surname: .....  
Maiden Name (if applicable) : ..... Number of Children Under 18yrs: .....  
Date of Birth: ..... NI Number: ..... Marital Status: .....

#### Tenant Contact Details

Telephone 1: ..... Telephone 2: .....  
Mobile: ..... Email: .....

#### Tenant Current Address

House Number and Street Name: .....  
District: ..... Town / City: ..... Postcode: .....  
Time at this address: Years: ..... Months: ..... Is this less than 3 years? ☐ Yes ☐ No

#### Tenant Previous Address (if less than 3 years above)

House Number and Street Name: .....  
District: ..... Town / City: ..... Postcode: .....  
Time at this address: Years: ..... Months: ..... less than 3 years in total? ☐ Yes ☐ No

## Tenant Bank Account Details

Bank / Building Society Name : .....

Account Number: ..... Sort Code: .....

## Tenant Adverse Credit History

Do you have any adverse credit history? (County Court Judgements, Bankruptcy, Administration Orders, Involuntary Agreements or any adverse Credit History settled or not that would have a material impact on this application): ☐ Yes ☐ No

If you answer 'yes' please provide full details; including dates and amounts, in the below additional information section.

## Tenant Lifestyle Details

Are you a smoker? ☐ Yes ☐ No

Do you have any pets? ☐ Yes ☐ No

If you answer 'yes' to either of these questions please provide details in the below additional information section.

## Student Next of Kin Details

Title: ..... First Name: ..... Initial(s): ..... Surname: .....

Address: .....

..... Postcode: .....

Telephone: ..... Mobile: .....

## Tenant Additional Information

Please insert any additional income details here i.e. savings, benefits, etc.  
Please continue on a separate sheet and attach if additional space is required.

### Declaration:

I confirm that the information contained in this application is true to the best of my knowledge and belief, which can be verified. I agree that Legal4Landlords may search files of one or more credit referencing agencies and the result may be forwarded to the appointed letting agent / landlord. I also understand that in the event of failing to make the rental payment, a default may be recorded against my credit file and shared with other sources. I understand, should any information provided in this application be found untrue, the application will be declined and I may lose the administration fee. I hereby give my employer, accountant, current landlord and letting agent permission to disclose information requested by Legal4Landlords

Applicant 1 (Student) Signature: .....

Print Name: ..... Date: .....

- Applicant Two (Guarantor Details)

Guarantor Details

Title: ..... First Name: ..... Initial(s): ..... Surname: .....  
Maiden Name (if applicable) : ..... Number of Children Under 18yrs: .....  
Date of Birth: ..... NI Number: ..... Marital Status: .....

Guarantor Contact Details

Telephone 1: ..... Telephone 2: .....  
Mobile: ..... Email: .....

Guarantor Current Address

House Number and Street Name: .....  
District: ..... Town / City: ..... Postcode: .....  
Time at this address: Years: ..... Months: ..... Is this less than 3 years? ☐ Yes ☐ No

Guarantor Previous Address (if less than 3 years above)

House Number and Street Name: .....  
District: ..... Town / City: ..... Postcode: .....  
Time at this address: Years: ..... Months: ..... less than 3 years in total? ☐ Yes ☐ No

Guarantor Current Accommodation Status

☐ Homeowner ☐ Private Tenant ☐ Council Tenant ☐ Living with Friends / Family  
Other: .....

Current Landlord / Letting Agent or Council if Council Tenant

Contact Name: .....  
Address: .....  
Postcode: .....  
Telephone: ..... Fax: ..... Mobile: .....  
Email: ..... Is your Landlord a Private Landlord? ☐ Yes ☐ No

Guarantor Employment Status

☐ Employed ☐ Maternity / Paternity Leave ☐ Self- Employed  
☐ Unemployed ☐ Retired

If you have selected Employed, Self Employed or Maternity / Paternity Leave please complete the relevant sections below.

## Guarantor Employment Details

Company Name: ..... Company Address: .....

..... Postcode: .....

Telephone: ..... Email: .....

Employment Start Date: ..... Your Position: .....

Salary: £ ..... ☐ Annual ☐ Monthly ☐ Weekly ☐ Per / Hour (\*) see below

(\*) If your salary is hourly; how many hours a week do you usually work? .....

Employment Duration: ☐ Permanent ☐ Fixed Term Contract ☐ Temporary Work

If employed on a fixed term contract or a temporary basis please specify the duration: .....

Referee Name: ..... Referee Position: .....

Referee Email: ..... Referee DDI: .....

Please note that if the applicant is on a fixed term or temporary contract a guarantor may be required.

## Guarantor Employed Applicants on Maternity / Paternity Leave

Maternity / Paternity Leave Start Date: ..... Maternity / Paternity Leave End Date: .....

Are you returning to work on (or before) the maternity / paternity end date provided above? ☐ Yes ☐ No

Are you returning to work on the same basis outlined in the above employment details box? ☐ Yes ☐ No

If "no" please provide additional information in the "Additional Information" section found on page 4 of this application form.

## Self-Employment Details (SELF EMPLOYED: PLEASE SUPPLY 6 MONTHS BANK STATEMENTS OR 3 YEARS ACCOUNTS)

Self-Employed Start Date: ..... Self-Employed Business Type: .....

Business Name: ..... Business Address: .....

..... Postcode: .....

Telephone: ..... Email: .....

Are you: ☐ Sole Trader ☐ Partner ☐ Director ☐ Share Holder ☐ LTD Company ☐ PLC Company

Earnings: £ ..... ☐ Annual ☐ Monthly Do you have an accountant? ☐ Yes ☐ No

If yes, Accountant Name: ..... Accountant Address: .....

..... Postcode: .....

Accountant Telephone: ..... Accountant Email: .....

## Guarantor Retired Details (PLEASE SUPPLY PROOF OF YOUR PENSION WITH YOUR APPLICATION FORM)

Pension Type: ☐ State ☐ Private Total Monthly Pension Amount: £.....

If your pension does not meet our affordability calculator you will require a guarantor.

## Guarantor Adverse Credit History

Do you have any adverse credit history? (County Court Judgements, Bankruptcy, Administration Orders, Involuntary Agreements or any adverse Credit History settled or not that would have a material impact on this application): ☐ Yes ☐ No

If you answer 'yes' please provide full details; including dates and amounts, in the below additional information section.

## Guarantor Bank Account Details

Bank / Building Society Name : .....

Account Number: ..... Sort Code: .....

## Guarantor Next of Kin Details

Title: ..... First Name: ..... Initial(s): ..... Surname: .....

Address: .....

..... Postcode: .....

Telephone: ..... Mobile: .....

## Additional Information

Please continue on a separate sheet and attach if additional space is required..

### Declaration:

I confirm that the information contained in this application is true to the best of my knowledge and belief, which can be verified. I agree that Legal4Landlords may search files of one or more credit referencing agencies and the result may be forwarded to the appointed letting agent / landlord. I also understand that in the event of failing to make the rental payment, a default may be recorded against my credit file and shared with other sources. I understand, should any information provided in this application be found untrue, the application will be declined and I may lose the administration fee. I hereby give my employer, accountant, current landlord and letting agent permission to disclose information requested by Legal4Landlords

Applicant 2 (Guarantor) Signature: .....

Print Name: ..... Date: .....