



Guarantor Assessment Application Form

Part A should be completed by the branch. The other sections should be completed by the guarantor, according to the type of assessment required.

Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed please return to your local branch.

Part A To be completed by the branch *(mandatory field for assessments)*

Branch Name	<input type="text"/>	TLC Username/ Cost Centre	<input type="text"/>
Contact Name	<input type="text"/>		
Contact Telephone Number	<input type="text"/>		

Complete Parts: *please tick to highlight which parts you are completing*

Comprehensive Guarantor	B C D	<input type="radio"/>
Guarantor Standard	B D	<input type="radio"/>

If an applicant has already been processed and requires a guarantor, please supply the applicant's TLC Reference number in the box provided. *If the guarantor is acting for more than one tenant, please confirm names in part F.*

Property Details

House Number / Name	<input type="text"/>		
Flat Number / Name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Total Rent	£ <input type="text"/>	Per week / month <i>(delete as appropriate)</i>	
Proposed Tenancy Commencement Date	<input type="text"/>	Period	<input type="text"/>
Does the landlord have resident landlord status?	Yes <input type="radio"/>	No <input type="radio"/>	

Confidentiality Note

Once fully complete, please transfer to www.tenant-letting-check.com. The information contained within this application is being transmitted to and is intended only for TLC. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this is strictly prohibited. If you receive this application in error, please immediately notify us by calling **01476 594296**.

Part B Guarantor's Details (*mandatory for all assessments)

Tenants to be guaranteed Please give the names of all the tenants you will be covering

	First Name	Middle Name	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Guarantor's Personal Details

Mr/Mrs/Miss/Ms* Other (please specify)

Surname *

First Name * Middle Name

Date of Birth * Nationality*

Sex Male / Female (please circle)

Marital Status Maiden/ Other Name

Daytime Telephone Number Evening Tel Number

Mobile Telephone Number Bank Acc. No* (8 digits)

Bank Sortcode* (00-00-00)

Email Address *

To assist us to complete the assessment process, there might be a requirement to contact you by telephone. Please tick the box opposite if this is not acceptable.

Are you aware of any current or pending adverse records such as CCJ/Bankruptcy Orders/IVAs etc?* (please tick) Yes No Unknown

If yes, give details:

Are you a UK home owner?* (please tick) Yes No

Guarantor's Current Address

House Number / Name*

Flat Number / Name*

Street*

Town*

District*

County* Postcode*

Status (circle one) Owner Rented Living with Parents Council Tenant

Other (please specify)

How long have you lived at your current address?* Years Months

Guarantor's Previous Address *Enter only if you have lived at your current address for less than 3 years*

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (*circle one*)* Owner Rented Living with Parents Council Tenant

Other (*please specify*)

How long did you live at your previous address?* Years Months

Guarantor's Additional Address *Enter only if you have lived at your current and previous addresses for less than 3 years*

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (*circle one*)* Owner Rented Living with Parents Council Tenant

Other (*please specify*)

How long did you live at your additional address?* Years Months

Part C Guarantor's Reference (* denotes mandatory fields)

Financial Details

Please note to be acceptable as a guarantor you must be employed / self employed or have an additional source of income which can be verified, i.e. pension. (We are unable to accept income from savings, investments or benefits.)

Is your job likely to change within the next 3 months?*

Yes No

If your job is due to change within the next 3 months, please give TLC details of your new position and not your current one as references will need to be obtained from your new employer.

Type of Business

Job Title

Annual Income* (gross)

£

Average Annual Commission

£

Payroll/Pension Number

NI Number

Employment Type

Employment Start Date*

Average annual Overtime or Bonus

£

Is your employment? Temporary

Permanent

(please tick)

Contract

Additional Income (if applicable):

If you have any additional income please advise how much per annum*

£

Source of additional income

Employer Details

If you are employed, self-employed or retired, give details of either your employer, accountant or pension provider below and authorise them to reply to the enquiries which will be made to verify this information. Please complete **ALL** boxes, including contact details for referee. (Alternatively you may provide proof of pension / self assessment forms with this application).

Employer / Accountant / Pension Provider Name*

Office / House Name*

Street Number / Name*

Town*

District

County

Postcode*

Contact Name*

Position

Daytime Telephone*

(including STD code)

(Please note: - We are unable to accept mobile contact numbers for referees)

Extension

Fax Number*

Business Email Address*

(Please note: -

We are unable to accept personal emails for referees.)

Part D to be completed by the Guarantor (* denotes mandatory fields)

Guarantor's Declaration

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

The information, which you have given in this Application Form, should be true to the best of your knowledge. We will verify by fair and lawful means, which will involve contacting referees and licensed credit reference agencies. The resulting verified information will be forwarded to the letting agency and / or to the landlord.

Tenant Letting Check will search information held by credit reference agencies and Tenant Letting Check and the credit referencing bureau will keep a record of that search and the results from that search. Tenant Letting Check will disclose details to its carefully selected referencing partners for the purpose of assisting with the referencing (and for those referencing partners to keep a record of the referencing search result). Our present referencing partners are HomeLet, Keysafe and Rentshield Direct Ltd but may include others from time to time. From time to time such information may be used for debt tracing and fraud prevention. The results of any such search or assessment will be passed to the prospective landlord(s) for the purpose of assessing this application.

The law requires that we also verify the identity of all applicants / guarantors under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. Your co-operation and assistance with this is appreciated. We will seek to verify your identity and proof of residency via electronic verification using the CallML online identity check system (part of Call Credit). However, you may still be required to provide proof of photo ID and proof of residency to your letting agency and / or landlord.

The footprint left by carrying out a CallML search is "Prevention of Money Laundering". This will be visible on your credit file along with a footprint of the credit search. These footprints will have no effect on your credit score or credit-worthiness.

I understand that my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy will be passed to the landlord.

Otherwise all information will be treated as confidential.

You should signify your agreement to the text above by signing and dating the form.

Signature*

Date*

Print Name*

Tenant Letting Check (TLC) 2nd Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN Tel 01476 594296 Fax 01476 563 606 Web Tenant-Letting-Check.com
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