



OAKLEIGH
PROPERTIES.CO.UK

P O BOX 2079 HOCKLEY
 ESSEX SS5 4WX
 01702 205051

MISSING INFORMATION WILL RESULT IN DELAYS!

GUARANTOR APPLICATION

1. CHECK TYPE

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

CREDIT SEARCH <input type="radio"/>		FULL REFERENCE <input type="radio"/>	
EXECUTIVE 6 (6 mths) <input type="radio"/>		EXECUTIVE 6+ (Nil Excess -6 mths) <input type="radio"/>	
EXECUTIVE 12 (12 mths) <input type="radio"/>		EXECUTIVE 12+ (Nil Excess -12 mths) <input type="radio"/>	
POLICY HOLDERS NAME IF INSURANCE IS REQUIRED <input type="text"/>			

2. TENANT'S PERSONAL DETAILS

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

FIRST NAME <input type="text"/>	TENANTS SURNAME <input type="text"/>
RENTSHIELD REF No. <input type="text"/> <small>FOUND ON TOP RIGHT OF REPORT</small>	TENANTS EMAIL <input type="text"/>
ADDRESS OF PROPERTY TO BE LET <input type="text"/>	
POSTCODE <input type="text"/>	RENT PER MONTH <input type="text"/>

3. GUARANTOR'S PERSONAL DETAILS

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

Mr/Mrs/Miss/Ms <input type="text"/>	First Name <input type="text"/>	Middle Name(s) <input type="text"/>	Surname <input type="text"/>
Date of Birth (DD/MM/YY) <input type="text"/>	Sex Male <input type="radio"/> Female <input type="radio"/>		
Marital Status <input type="text"/>	Maiden/other name <input type="text"/>		
May we contact the guarantor by phone if necessary?		No <input type="radio"/>	Yes <input type="radio"/>
Daytime tel <input type="text"/>	Evening tel <input type="text"/>		
Guarantor's Email <input type="text"/>			

4. GUARANTOR'S CURRENT ADDRESS

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

ONLY UK ADDRESSES WILL BE CHECKED

Postcode <input type="text"/>	House Number <input type="text"/>	Flat Number <input type="text"/>	House Name <input type="text"/>
Street <input type="text"/>		District <input type="text"/>	
Town <input type="text"/>		County <input type="text"/>	
Is this a foreign address?		Yes <input type="radio"/>	No <input type="radio"/>

5. GUARANTOR'S PREVIOUS ADDRESS

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

ENTER THIS INFORMATION ONLY IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN 3 YEARS

Postcode <input type="text"/>	House Number <input type="text"/>	Flat Number <input type="text"/>	House Name <input type="text"/>
Street <input type="text"/>		District <input type="text"/>	
Town <input type="text"/>		County <input type="text"/>	
Is this a foreign address?		Yes <input type="radio"/>	No <input type="radio"/>

6. GUARANTOR'S FINANCIAL DETAILS

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

Employment Status <input type="text"/> <small>(Employed, Self Employed, Retired, Unemployed, Student)</small>	Annual Income £ <input type="text"/> P.A <input type="radio"/> P.HR <input type="radio"/>
Job Title <input type="text"/>	Payroll/Pension Reference Number <input type="text"/>
Start Date <input type="text"/>	
Is Your Job Likely To Change In The Near Future?	Yes <input type="radio"/> No <input type="radio"/>
What Is The Nature Of Your Employment?	Full <input type="radio"/> Temporary <input type="radio"/> Contract <input type="radio"/>
Average Commission/Bonus £ <input type="text"/> PER ANNUM	Average Overtime £ <input type="text"/> PER ANNUM
Do You Have Any Further Sources Of Income?	Yes <input type="radio"/> No <input type="radio"/>
If so, how much?	£ <input type="text"/> PER ANNUM
and where from?	<input type="text"/>

7. GUARANTOR'S EMPLOYER DETAILS

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

Company/Accountants or Pension Providers Name			
<input type="text"/>			
Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Contact Name	Contact Job Title		
<input type="text"/>	<input type="text"/>		
Phone (Daytime)	Phone (Mobile)		
<input type="text"/>	<input type="text"/>		
Email	Fax Number		
<input type="text"/>	<input type="text"/>		
Additional Information			
<input type="text"/>			

8. GUARANTOR'S BANK/BUILDING SOCIETY DETAILS
(CURRENT ACCOUNTS ONLY)

This section should be completed by the **GUARANTOR** in **BLOCK CAPITALS**

Sortcode	Bank/Building Society Name
<input type="text"/>	<input type="text"/>
Account in the name of	Account Number
<input type="text"/>	<input type="text"/>
How long with this branch?	<input type="text"/>
Do you have a cheque guarantee card?	Yes <input type="radio"/> No <input type="radio"/> Not Known <input type="radio"/>

9. ADDITIONAL INFORMATION

Have you ever been issued with a County Court Judgement?	Yes <input type="radio"/>	No <input type="radio"/>
Are you aware of any adverse credit history?	Yes <input type="radio"/>	No <input type="radio"/>
If you have answered Yes to either of these questions please give details below.		
<input type="text"/>		

10. ADDITIONAL INFORMATION CONTINUED (PLEASE USE A SEPARATE SHEET IF REQUIRED)

11. CONSENT

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

You should signify your consent for the check by marking the boxes next to the text and signing the box below

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Rentshield Direct searching information held by credit reference agency and agree that Rentshield Direct and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Guarantor Signature

Print Name

Date: (DD/MM/YYYY)