

GUARANTORS APPLICATION

LETREF X

Due to the confidential nature of the information provided, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however, request the name of the credit agency searched. An administration charge may be payable with the application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

PLEASE COMPLETE THIS FORM IN FULL IN BLACK INK AND BLOCK CAPITALS
It is VITAL that all the information is filled in on the form. Missing information will result in this form not being processed.

Prospective tenants details

Mr/Mrs/Miss/Ms (please circle) Surname First names
Maiden name
Current address
Postcode Property to be rented

Guarantor's details (to be completed by guarantor)

Mr/Mrs/Miss/Ms (please circle) Surname First names
Maiden name Date of birth / / Marital status
Address
Postcode Landline telephone no
Fax Mobile no
Email
Period at this address: Years Months

You must be a property owner to act as a Guarantor:

I own the property with a mortgage I own the property outright

(provide proof to agent)

Previous address (if less than 3 years at current address)

Postcode Dates at address From To

Please continue on a separate sheet if necessary.

Character reference (not a relative and different from employer stated below)

Mr/Mrs/Miss/Ms (please circle) Surname First names
Address
Postcode Landline tel no. Mobile no.
Fax Email

Current employment details

Are you: In full time employment Contracted Retired A student
Self employed/Company Director *(please provide your accountant's details overleaf)*
Employer's name Contact Mr/Mrs/Miss/Ms (please circle)
Contact's job title
Address
Postcode Landline telephone no
Fax Employer's email
Your position held Annual salary
Time with employer Years Months

Previous employment details (Please complete if less than 6 months at current employer)

Employer's name Contact name
Address
Postcode Landline telephone no.
Fax Email
Position held Annual salary
Time with employer Years Months

Other income (provide proof i.e. statements and other documentation)

Pension £ Investments £ Other £

If other, please specify.

Accountant's details (if self employed or a Company Director)

Name Contact Mr/Mrs/Miss/Ms (please circle)
Address
Postcode Landline tel no. Mobile no.
Fax
Email Guarantor's annual salary

IMPORTANT: If you complete your own self assessment, please supply copies of 6 months personal bank statements or copies of your verified tax returns.

Declaration

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of LETREF's findings will be forwarded to the appointed Letting Agent and may be accessed again should I apply for a tenancy agreement in the future. I agree that LETREF may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. We abide by the Data Protection Act 1998.

Guarantor's signature Print name
Date / /

FOR LETTING AGENT/LANDLORD USE ONLY

Agency no. Check requested by
Telephone no Fax
Email
Is this a joint tenancy? Yes No Rental period months
Address of property applied for
Postcode
Description: House Flat No. of bedrooms
Monthly rental £ Between how many? Proposed commencement date / /

PLEASE GIVE COMPLETED FORM TO YOUR LETTING AGENT

LETTING AGENT TO SCAN OR FAX TO LETREF LTD AFTER THIS PART COMPLETE

email mail@letref.co.uk or fax 0871 528 9000 (Calls cost 10p per minute)