



# Guarantor Application

For rented accommodation

## Confidential

Property Address:	
Monthly Rental:	Deposit:
Tenancy Term:	Start Date of Tenancy:

**Please return the completed application to:**

12 Bull Ring  
Northwich  
CW9 5BS

Fax: 01606 334517

E-mail: [northwich@temples.co.uk](mailto:northwich@temples.co.uk)



<b>Office Use Only:</b>		
Date application received	Init:	Date:
Manager's Approval	Init:	Date:
Landlord consent to proceed with referencing	Init:	Date:
New Tenancy Prep Form complete	Init:	Date:

## **To The Guarantor,**

Thank you for your interest in Guaranteeing a Tenancy at one of our rental properties.

It is important that you understand what being a Guarantor means. We therefore ask that you read the following terms to which you will be agreeing when you sign the Tenancy Agreement should the application be approved.

- 1. I understand that it is my responsibility to set up a standing order from my bank account on the rent due date and also to arrange to be reimbursed by the tenant.**
2. I am prepared to act as Guarantor and enter into this Guarantor Agreement with the Landlord, and in default of the Tenant not fulfilling their duties under the Tenancy Agreement, I shall become wholly responsible for such duties and all such rent costs and charges and any legal or other collection charges resulting from any such default.
3. No lenience on the part of the Landlord or surrender of the Agreement by the Tenant shall relieve the Guarantor of his liability.
4. This Guarantee shall continue throughout the Tenancy and any subsequent renewal or extension and is not limited to the time specific in the Agreement.
5. This Guarantee cannot be terminated by the Guarantor nor will it be rendered unenforceable by the Guarantor's death or bankruptcy.

If you are happy to agree to the above terms, please continue to complete the Application Form below in BLACK INK and in BLOCK CAPITALS and return to the Temples office as soon as possible. Remember that you will need to be present at our office for the taking up of possession of the property, to sign the tenancy agreements along with the tenant(s).

### **All information given will be treated as Confidential.**

This application is not a contract, nor may it be constructed as consent to occupy. It is subject to Landlord approval and to signing the Tenancy Agreement.

Several applications may be considered for the same property, and Temples and the Landlord reserve the right to choose any or none of the applicants.

Due to the confidential nature of the information supplied and required, Temples regret that no explanation will be given if a tenancy is not recommended.

This application will be subject to the terms of Grounds 17 of the Housing Act 1996.

**Guarantor for Tenancy Application Form** - Please complete in as much detail as possible in **BLACK INK** and in **BLOCK CAPITALS**. Each person **over 18** must complete an **individual** application form. This is not an agreement to create a Tenancy - Subject to Landlord Approval & Tenancy Agreement

- ❑ **Tenants Insurance** : As a condition of the Tenancy Agreement, all Tenants are required to hold Tenants Insurance to cover responsibilities in respect of the Landlords property, contents, fixtures and fittings and **thereby protecting the Damage Deposit**. If you hold an existing Tenant Insurance policy please provide a copy of your policy when you check in. Alternatively, see attached flyer for details on Homelet Tenant Insurance, which can be taken out through the Temples office.
- ❑ If accepted as a Tenant of this property, **cleared funds** will be required, prior to completion of the Tenancy Agreement and occupation of the property, for the following: -  
Damage Deposit **PLUS** One Months Rent **PLUS** Any
- ❑ It is the Tenants responsibility to ensure rent is paid on the due date by Bank Standing Order. The payment date on the Standing Order must provide for a payment date of 4 days prior to the monthly due date to ensure that cleared funds reach our / the Landlords Bank Account by the due date under the Tenancy Agreement.
- ❑ It is the Tenants responsibility for the connection and disconnection of Gas, Electricity, Telephone, Television and Water services and any related charges to the property. Where a property has been unoccupied, the domestic and central heating systems may have been drained down. The in-going tenant will be expected to reinitiate the systems at their own cost.
- ❑ The Landlord does not provide 24 hour Emergency Repairs or Call Out Services
- ❑ It is the Tenants responsibility to ensure the gardens and grounds are maintained at all times to a standard acceptable to the Landlord/Landlord Agent. If Temples Property Management has the need to instruct a contractor to maintain the gardens and grounds the cost will be borne by the Tenant.
- ❑ During the tenancy, Temples Property Management will, if employed by the Landlord to manage the property, conduct regular inspections by prior appointment with the tenant. These will normally commence approximately six weeks after occupation of the property and quarterly thereafter.

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A Holding Deposit and Application Fee are payable upon signing this Application Form. If references prove unsatisfactory, or for any reason the Tenant withdraws the application, the Application Fee will not be refunded. Should the Tenant withdraw their application or for any reason references prove unsatisfactory, 50% of the holding deposit will be retained. If the Tenant withdraws after the tenancy is approved and check-in is booked 100% of the holding deposit will be retained to cover loss of income/opportunity, further administration and remarketing costs.

Upon completing the Tenancy Agreement, the Holding Deposit will be credited in part or full payment to the Damage Deposit due. The Damage Deposit is returnable at the end of the Tenancy, subject to compliance with all terms and conditions of the Tenancy Agreement and Landlord instructions. Temples (unless otherwise instructed/advised) will retain the deposit as Stakeholders, or on behalf of the Landlord as Landlords Agent, for the duration of the Tenancy. No interest is payable on the Deposit.

## Tenant Fees

### Fees Required

**On application** you will be required to pay a **Referencing fee**, which includes all referencing and credit checks, and a **Legal fee** for the production of your Tenancy Agreement. If you require a Guarantor to support your application, or if you have pets, additional monies are required as shown below. All fees include VAT.

Applicant	Referencing & Credit Check Fee	Legal Fee	Total
1 Applicant	£90	£75	£170
2 Applicants	£125	£75	£205
3 Applicants	£150	£75	£230
4 Applicants	£175	£75	£255

**Guarantor** fee to add to total £60

**Pet** fee to add to total £20  
(An additional £100 damage deposit per pet is also required)

Credit Card Fee 2.5% (Non refundable)

### Additional fees are chargeable in the following circumstances:

**Fast Track Application** (Occupation within 5 working days) £100

**Extensions** to tenancy agreement £60

**Amendments** to tenancy agreement £60

**References** Should Temples be required to produce a reference for a mortgage or any other purpose during or after the tenancy £20

**Credit control** Should Temples be required to chase collection of rent at any time, the following administration fees will be chargeable:

- Telephone calls £5 per call
- Letters £30
- Default payments e.g. returned cheques and standing orders £30

**Overpayments** For the refund of any bank overpayments which are the responsibility of the Tenant. £20  
This will also include refund of each rent payment resulting from Standing Orders that are not cancelled.

**Check out re-visits** £50 first ½hr  
£30 subsequent ½hr

**Remedial/Reinstatement** works following from Tenant damage to property  
Tenant will be responsible for payment in full for such work, together with an admin fee equal to 12.5% of the work carried out, subject to a minimum fee of £30.

**READ THE TERMS ON PAGE 2 BEFORE COMPLETING THIS FORM**

YOUR First name:	Mr Mrs Ms Miss Other	
Middle name:	Maiden name:	
Surname:	Marital status: Single / Married / Separated / Divorced / Cohabiting	
Date of birth:	Relationship to the prospective Tenant :	
Number of dependants:		
Full Names and Dates of Birth of all persons to occupy the property		
1	2	
3	4	
<b>Current Address</b>		
Road number and name:		
Post Code:	E-mail Address :	
Telephone numbers : Home	Work	Mobile
Regarding this address: Property Owner / Private Tenant / Council Tenant / Living with Friend or relative?		
Period at this address:		
Please provide full details of ALL <b>previous addresses</b> and <b>dates of occupation</b> for the last <b>3 years</b> :		
1. From:	To:	
Address:	Postcode:	
2. From:	To:	
Address:	Postcode:	
3. From:	To:	
Address:	Postcode:	
<b>Existing/Previous Landlords</b>		
Name:	Address:	
Telephone:		
Fax:	Which property this relates to:	
Name:	Address:	
Telephone:		
Fax:	Which property this relates to:	

**Current Employment / Income**

Employer \_\_\_\_\_ Line Manager/Personnel contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Your Job Title \_\_\_\_\_ Payroll Number \_\_\_\_\_  
 Your **Gross** Annual Salary £ \_\_\_\_\_ Full / Part Time \_\_\_\_\_  
 Commencement Date \_\_\_\_\_ Permanent / Temporary / Contract – Duration \_\_\_\_\_ months

**Past Employment** - If you have been in your current employment less than 1 year please give details of previous employment over the past 3 years.

Employer \_\_\_\_\_ Line Manager/Personnel contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Your Job Title \_\_\_\_\_ Payroll Number: \_\_\_\_\_  
 Your **Gross** Annual Salary £ \_\_\_\_\_ Full / Part Time \_\_\_\_\_  
 Commencement Date \_\_\_\_\_ Permanent / Temporary / Contract – Duration \_\_\_\_\_ months

If **Self Employed** please give the **Name & Address of Accountants:**

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email. \_\_\_\_\_

**Additional Personal Finance Details**Other sources and amounts of **Income** - for example, Tax Credits, Benefits, Alimony, etc

Source \_\_\_\_\_ Amount £ \_\_\_\_\_ Per week / Per month

Source \_\_\_\_\_ Amount £ \_\_\_\_\_ Per week / Per month

Other sources/amounts of **Outgoings** - Rent/Mortgage, Court order payments, Loans, Alimony, etc

Source \_\_\_\_\_ Amount £ \_\_\_\_\_ Per week / Per month

Source \_\_\_\_\_ Amount £ \_\_\_\_\_ Per week / Per month

We will conduct **Credit Searches**. Are you aware of any previous adverse credit history? YES / NO  
 If yes please provide details below.

Do you have a **Criminal Record**? YES / NO If so, please provide full details below.

<b>Character Reference</b> (a professional; not a friend or relative or anyone joining this tenancy)	
Name	Telephone No.
Address	Email or fax:
Profession:	Relationship to you:
<b>Next of Kin</b> (other than a person joining in this tenancy application)	
Name	Telephone No.
Address	Relationship to you:
<i>Any Further Information (please attach separate sheet if necessary)</i>	

**DECLARATION & CONSENT**

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 whatever means deemed necessary. The results of Temples' findings will be held on file and may be accessed again should I apply to Guarantee a Tenancy Agreement in the future. I agree that Temples may search the files of a credit reference agency, which will keep a copy of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention.

I authorise Temples to utilise, release or obtain upon request any information gained during the process of my application and continued relationship to any interested/related party including the Landlord, Local Authority and Utility Companies.

I have read and agreed to Temples terms and conditions of application for Tenancy, and discussed with a member of Temples staff any point I have not understood.

**Make sure you have enclosed the following:**

- Bank Status Request completed and signed**
- Driving Licence/Passport**
- 2 Proof of Address (Council Tax / Utility Bills)**

Signed	Print Name	Date
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12 Bull Ring  
Northwich  
CW9 5BS  
Tel 01606 333742  
Fax 01606 334517  
northwich@temples.co.uk  
[www.temples.co.uk](http://www.temples.co.uk)

Bank _____
Bank Address _____
_____
Post Code _____

### **URGENT STATUS ENQUIRY**

Dear Sirs,

**Ref** (Rental property address) \_\_\_\_\_

Your customer has applied to Guarantee a tenancy through us.

Please provide your opinion concerning the ability of your customer to meet a financial commitment of £ \_\_\_\_\_ per calendar month over \_\_\_\_\_ months

#### **Customer Details**

Account Name: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

#### **Customer Consent**

I/we, authorise my bankers to provide a banker opinion as stated above and also debit my account with any appropriate administration charge.

**Customer signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Full name in print \_\_\_\_\_