



32 High Street , Sutton Coldfield  
West Midlands , B72 1UP ,  
Tel : 0121 682 5300 .

**MISSING INFORMATION WILL RESULT IN DELAYS!**

## GUARANTOR APPLICATION

### 1. CHECK TYPE

This section should be completed by the **LETTING AGENT**

|   |  |   |  |
|---|--|---|--|
| <b>CREDIT SEARCH</b> <input type="radio"/>          |  | <b>FULL REFERENCE</b> <input type="radio"/> |  |
| <b>EXECUTIVE 6 (6 mths)</b> <input type="radio"/>   | <b>EXECUTIVE 6+ (Nil Excess –6 mths)</b> <input type="radio"/>   |   |  |
| <b>EXECUTIVE 12 (12 mths)</b> <input type="radio"/> | <b>EXECUTIVE 12+ (Nil Excess -12 mths)</b> <input type="radio"/> |   |  |

### 2. TENANT'S PERSONAL DETAILS

This section should be completed by the **LETTING AGENT**

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| TITLE                | FIRST NAME           | MIDDLE NAME(S)       | SURNAME              |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| EMAIL                |                      |                      |                      |
| <input type="text"/> |                      |                      |                      |

### 3. GUARANTOR'S PERSONAL DETAILS

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

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

**4. GUARANTOR'S CURRENT ADDRESS**

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

ONLY UK ADDRESSES WILL BE CHECKED

|                                  |                                      |                                     |                                    |
|----------------------------------|--------------------------------------|-------------------------------------|------------------------------------|
| Postcode<br><input type="text"/> | House Number<br><input type="text"/> | Flat Number<br><input type="text"/> | House Name<br><input type="text"/> |
| Street<br><input type="text"/>   |                                      | District<br><input type="text"/>    |                                    |
| Town<br><input type="text"/>     |                                      | County<br><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**

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

|                                  |                                      |                                     |                                    |
|----------------------------------|--------------------------------------|-------------------------------------|------------------------------------|
| Postcode<br><input type="text"/> | House Number<br><input type="text"/> | Flat Number<br><input type="text"/> | House Name<br><input type="text"/> |
| Street<br><input type="text"/>   |                                      | District<br><input type="text"/>    |                                    |
| Town<br><input type="text"/>     |                                      | County<br><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**

|  |   |
|--|---|
| Employment Status <input type="text"/><br><small>(Employed, Self Employed, Retired, Unemployed, Student)</small> | Annual Income <input type="text"/> £<br>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**

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

**8. GUARANTOR'S BANK/BUILDING SOCIETY DETAILS**

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

(CURRENT ACCOUNTS ONLY)

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

**9. ADDITIONAL INFORMATION (PLEASE USE A SEPARATE SHEET IF REQUIRED)**

CONTINUED

**10. CONSENT**

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

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

The information, which I have supplied, 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 consent to Rentshield Direct searching information held by a credit reference agency and agree that Rentshield Direct and the credit referencing agency will keep a record of the search and the results of the search. Such information may be used by other companies for the purpose of assessing other applications from me or for debt tracing and fraud prevention.

I understand the information supplied by me and the resulting verified information will be forwarded to the letting agency and/or to the prospective landlord. The information may also be accessed again should I agree to act as a guarantor in the future.

I agree that information supplied by me and the results of the assessment process will be held in accordance with the Company's notification under the Data Protection Act 1998. I understand that I have the right to ask for a copy of the information held on 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 held be amended if it is found to be incorrect. You should signify your consent to the above by ticking the box opposite.

Rentshield Direct and other selected businesses may use this information to keep you informed by post, telephone, email or other means about products and services that may be of interest. If you do not want your information to be used for these marketing purposes, please signify by ticking the box opposite.

Applicants Signature

Print Name

Date (DD/MM/YYYY)