



## Guarantor applicant 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 *(All fields are mandatory)*

Branch account number

Contact name

Contact tel number

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

Parts B C D and E have been completed on a separate application form by the tenant. As a Guarantor, you will be required to complete the relevant sections as indicated below. Branch to tick the appropriate report type to indicate which parts the guarantor must complete

**Guarantor Comprehensive**

A F G H I

**Guarantor Standard**

A F H I

**Comprehensive Tenant & Guarantor** *(to be used when the branch knows that a guarantor is required from the outset)*. Also an individual application form must be completed and submitted

A F G H I

If an individual applicant has already been processed and requires a guarantor, please supply the applicant's RMT reference number in the box provided. If the guarantor is acting for more than one tenant please confirm this in Part F

RMT

### Property details *(of the property you are going to rent)*

House number / name

Flat number / name

Street

Town

District

County

Post code

Total rent

£ per week / month *(circle as appropriate)*

Proposed tenancy start date

Period

Months

#### Confidentiality Note

Once fully complete, please transfer to [www.reference-my-tenant.com](http://www.reference-my-tenant.com). The information contained within this application is being transmitted to and is intended only for RMT. 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.

## PART F - Please give details of all tenants this guarantor is acting on behalf

	First name	Middle name	Surname	Share of rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>

## Guarantor's personal details (\* Denotes mandatory fields)

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

First name \*  Middle name(s) \*

Surname \*  Maiden name(s) \*

Date of birth \*  Nationality

Sex

Marital status \*

Daytime tel no \*  Evening tel no \*

Mobile tel no \*  Email address

Are you aware of any CCJ/CD/Bankruptcy Orders, current or pending?  No  Yes

## Guarantor's current address (\* Denotes mandatory fields)

House number / name \*

Flat number / name \*

Street \*

Town \*

District \*

County \*  Post code \*

Status \* (circle one)

Other (please specify)

**Guarantor's previous address (if you have not lived in your current address for more than 3 years)**

House number / name \*

Flat number / name \*

Street \*

Town \*

District \*

County \*  Post code \*

**PART G – Employment details (to be completed by the Guarantor if a fully Comprehensive reference is required)**

(\* Denotes mandatory fields)

**Employment status \***  **Self employed**  **Employed**  **Unemployed**  
(please tick)  **Student**  **Retired**  **Payment in advance**

Is your job likely to change in the next 2 months? If so, please give details of your new employer and not your current one

Type of business

Job title\*

Annual income (gross) \*  £ Employment start date \*

Average annual overtime or bonus  £ Average annual commission  £

Payroll/pension no \*

NI number \*

Nature of your employment \*  
Full time   
Temporary   
Contract

Is your employment likely to change in the near future? \* YES NO  
(if so, please give details of your new employer)

Is your employment of a PAYE or Self Employed nature? PAYE  Self Employed

Is your employment subject to a probationary period? YES  NO

If so, when does this probationary period end?

Do you have any additional income? If so, how much per annum?  £

Source of additional income

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**Employer / Accountant / Pension Provider's details** (\* Denotes mandatory fields)

Employer / Accountant / Pension provider \*

Office / house name / number \*

Street name \*

Town \*

County \*  Post code \*

Contact name \*

Contact job title \*

Daytime tel number \*

Mobile number \*

Email address \*

Fax number \*

**PART H – Bank / Building Society details** (\* Denotes mandatory fields)

Name of bank \*

Address \*

Account name \*

How long with bank?

Account number (last four digits only please) \*     Sort code \*

Do you have a cheque guarantee card? YES  NO

**Any supporting notes/comments to assist with your application?**

**PART I – Consent** (For RMT to process your application, boxes 1-4 below must be ticked and your application signed and dated).

The information, which I have given in my Application Form, is true to the best of my knowledge. I confirm that if I am completing this application form on behalf of myself (the applicant for the proposed rental property) and my nominated guarantor, I have their explicit consent to enter their personal data and submit this on their behalf. I/we also consent to this information being verified by fair and lawful means, which I/we understand will involve contacting referees and licensed credit reference agencies. I/we 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/we also confirm that I/we have gained consent from our referees and my next of kin contact(s) to add their details to my application in relation to this rental let and the information may also be accessed again should I agree to act as a guarantor in the future.

I consent to Reference-my-tenant.com searching information held by a credit reference agency and agree that Reference-my-tenant.com can, if required, complete any mandatory fields within this form that I may have omitted. I further consent to the credit referencing agency keeping a record of the search and the results of the 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 again confirm that if I am completing this application form on behalf of myself (the applicant for the proposed rental property) and my nominated guarantor, I have their explicit consent to enter their personal data and submit this on their behalf.

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/we understand that information supplied by me/their guarantor will be held in accordance with the Company's notification under the Data Protection Act 1998 and that all data collection and processing will comply with the EU's General Data Protection Regulations (GDPR). That you may record sensitive data as defined in above Acts and I/we understand that we 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/we have the right to request that the information on me be amended if it is found to be incorrect. I/we also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application. Finally, I confirm that if I am completing this application form on behalf of myself (the applicant for the proposed rental property) and my nominated guarantor, I have their explicit consent to enter their personal data and submit this on their behalf.

Please sign and date the form.

Name

Signature

Date