

## Guarantor Comprehensive Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with \* are mandatory information.

### Agent Details

Name of agent: Hensons Homes Ltd

Branch number:

Contact name: Stephen Philp ( Director )

Locality: 104 Salisbury Road Cathays Cardiff CF24 4AE Phone number: 029 2115 8696

### Proposed Rental Property Details

Postcode\*:

House number:

Flat number:

House name:

Street\*:

District:

Town\*:

County:

### Rental Details

Guarantor for which tenant(s)\*:

Share of rent per month\* :£

Total rent per month\* :£

Tenancy term (months)\*:

Start Date\*:

### Applicant Details

Title\*:  Mr  Miss  Mrs  Ms  Other

First Name\*:

Initial:

Surname\*:

Date of birth\*:

Sex\*:  Male  Female

No of dependants\*:

Marital Status\*:  Single  Married  Divorced  Separated  Widow(er)

Any previous surnames:

Employment Type\*:  Full time employed  Part time employed  Temporary/Contract  Unemployed  
 Self-Employed  Retired  Student  Housewife/Home maker  Payment in advance

|                                |                                  |  |                                    |   |                                       |
|--------------------------------|----------------------------------|--|------------------------------------|---|---------------------------------------|
| Employment status*:            | <input type="checkbox"/> Junior  | <input type="checkbox"/> Management        | <input type="checkbox"/> Unskilled | <input type="checkbox"/> Supervisor     | <input type="checkbox"/> Semi-skilled |
|                                | <input type="checkbox"/> Skilled | <input type="checkbox"/> Senior Management | <input type="checkbox"/> Other     | <input type="checkbox"/> Not applicable |                                       |
| Occupation*:                   |                                  |  |                                    |   |                                       |
| Can we contact the applicant?* | Yes <input type="checkbox"/>     | No <input type="checkbox"/>                | Home phone number* :               |   |                                       |
| Work phone number:             |                                  |  | Mobile phone number:               |   |                                       |
| Email Address:                 |                                  |  |                                    |   |                                       |

### Employer Details

|   |                      |                |
|---|----------------------|----------------|
| Is your employment likely to change shortly*? Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>Yes</b> please provide details of your future employer |                      |                |
| Job Title:  | Start date*:         | Month - Year - |
| Employers company name*:  |                      |                |
| Payroll number:   |                      |                |
| Contact name*:  | Contact job title:   |                |
| Gross salary/Per annum*:  |                      |                |
| Postcode*:  | Building number:     |                |
| Unit number:  | Building Name:       |                |
| Street:   | District:            |                |
| Town*:  | County:              |                |
| Daytime phone number*:  | Mobile phone number: |                |
| Fax number*:  | Email address*:      |                |
| Please ensure you provide either a fax number or email address.   |                      |                |
| Additional Information:   |                      |                |

**Have you had any county court judgements or rent arrears in the last ten years?:** \* Yes  No

If yes please fill in the following details

|                   |
|-------------------|
| Numbers of CCJs*: |
| Amount:* £        |
| Date*:            |
| Claimant*:        |
| Reason*:          |

### Accountant Details

Do you have an accountant?\*: Yes  No  If **No** Please provide 6 months bank statements showing proof of income

Accountants name\*:

Contact name\*:

Postcode\*:

Building number:

Unit number:

Building name:

Street:

District:

Town\*:

County:

Daytime phone number\*:

Mobile phone number:

Fax number\*:

Email Address\*:

Please ensure you provide either a fax number or email address.

Additional Information:

### Pension Providers Details

Do you have proof of pension?\* Yes  No  If **Yes** please provide your annual statement of pension

Pension providers name\*:

Contact name:

Pension reference number\*:

Postcode:

Building no:

Unit number:

Building name:

Street:

District:

Town\*:

County:

Daytime phone number\*:

Fax number:

Email address:

Gross annual income from all sources:\* £

Additional information:

**Current Address** — Please complete all address details where appropriate  
**Please supply addresses to cover your last 3 years of residency**

|   |                |
|---|----------------|
| Postcode*:  | House number*: |
| Flat number:  | House name*:   |
| Street*:  | District:      |
| Town*:  | County:        |
| Is this a Foreign address?*    Yes <input type="checkbox"/> No <input type="checkbox"/>   |                |
| Time at address From*: Month -    Year-    To: Month -    Year -  |                |
| Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other |                |

**Previous Address** — Please complete all address details where appropriate

|   |                |
|---|----------------|
| Postcode:   | House number*: |
| Flat number:  | House name*:   |
| Street*:  | District:      |
| Town*:  | County:        |
| Is this a Foreign address?*    Yes <input type="checkbox"/> No <input type="checkbox"/>   |                |
| Time at address From*: Month -    Year-    To: Month -    Year -  |                |
| Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other |                |

**Bank Details**

|  |   |
|--|---|
| How many credit cards held?*                   | Current account held?*:    Yes <input type="checkbox"/> No <input type="checkbox"/><br>If <b>Yes</b> please enter the details below |
| Sort code*:                                    | Name of bank*:  |
| Account name*:                                 | Account number*:  |
| Address*:                                      |   |
| Time with bank*:    (years)_____ (months)_____ | Cheque guarantee card held*:    Yes <input type="checkbox"/> No <input type="checkbox"/>  |

**Identification**

|   |  |
|---|--|
| <b>Identification Details</b>   |  |
| Identification Type (u.k passport, driving license No's, Utility Bill)* |  |
| Identification Nos. (If utility bill, account No's with issuer, eg BT)* |  |

## Additional Information

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Will any of the tenants have pets?*                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will any of the tenants smoke?*                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will there be any children living at the property?* | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please ensure that you have completed all fields indicated '\*' as failure to do this may result in a delay in producing your report.

## Consent

*We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.*

*Information provided to Henson's may be supplied to other organisations and used by them and us to*

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.*
- B. Check all or any of the application details which have been submitted.*
- C. Assist organisations to make decisions on tenancy applications by you*

**By confirming your agreement to proceed** you are accepting that we may use your information in this way.

**Signed:**

**Date:**

Henson's offer specialist contents insurance for people in rented accommodation and as a service will contact the applicant to discuss insurance requirements.

If you do not wish to be contacted please tick here

Please if you have any queries regarding this application form, please do not hesitate in contacting Hensons on Tel: 029 2115 8696 or call into our offices at 104 Salisbury Road Cathays Cardiff CF24 4AE.

**Thank you**

Stephen Philp

Director

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling

# Guarantee agreement for residential tenancies

**Date:**

## **PARTIES**

**The Landlord:**

of ..... (*address/es*)

**The Tenant:**

of ..... (*address/es*)

**The Guarantor:**

of ..... (*address/es*)

**The Property:**

**The Agreement:** The tenancy agreement entered into between the Landlord and the Tenant Dated ..... and any renewal, amendment or variation of it and any new or further agreement granting a tenancy which is entered into between the Landlord and the Tenant

## **IT IS AGREED AS FOLLOWS:**

1. In consideration of the Landlord granting the Tenant a tenancy of the Property upon the terms of the Agreement the Guarantor guarantees:
  - 1.1 The payment by the Tenant of the rent and any other monies lawfully due to the Landlord under the Agreement; and
  - 1.2 The performance and observance by the Tenant of all the other terms contained or implied in the Agreement.
2. The Guarantor covenants with the Landlord as follows:
  - 2.1 If the Tenant defaults in the payment of the rent or any other monies lawfully due to the Landlord under the Agreement I/we will promptly upon written demand by the Landlord pay to the Landlord the full amount owing from the Tenant.
  - 2.2 If the Tenant defaults in the performance or observance of any of the terms contained or implied in the Agreement, I/we will promptly upon written demand by the Landlord pay to the Landlord all reasonable losses, damages, expenses and costs which the Landlord has reasonably incurred because of the Tenant's breaches.
3. It is agreed that this Guarantee cannot be revoked by the Guarantor:
  - 3.1 For so long as the tenancy created by the Agreement continues; or
  - 3.2 during the continuance of any renewal or further tenancy entered into expressly or impliedly between the Landlord and the Tenant.

4. This Guarantee is not to be revoked by:

4.1 The death of the Guarantor [or any of the Guarantors]; or

4.2 The death of the Tenant [or any of the Tenants]; or

4.3 The bankruptcy of the Tenant [or any of the Tenants].

5. This Guarantee continues in operation:

5.1 Notwithstanding any alteration of the terms of the Agreement including any increase in the amount of the rent payable for the Property; and

5.2 In relation to any renewal, new or further tenancy entered into between the Tenant and the Landlord; and

5.3 In relation to any statutory periodic tenancy which may arise in the Tenant's favour under the Housing Act 1988; and

5.4 notwithstanding that the Agreement may be terminated during the term by agreement, court order, notice, re-entry, forfeiture or otherwise; and

5.5 Notwithstanding any arrangement made between the Landlord and the Tenant (whether or not with the Guarantor's consent) nor by any indulgence or forbearance shown by the Landlord to the Tenant.

6. This Guarantee constitutes the Guarantor as principal debtor.

7. Any demand by the Landlord under the terms of this Guarantee shall be validly made if sent by registered or recorded delivery post or left at the address(es) specified above as the Guarantor's address or such other address(es) as the Guarantor may notify to the Landlord.

8. Where there is more than one Guarantor, the Guarantor's obligations will be joint and individual.

9. Where there is more than one Tenant, references in this Guarantee to 'the Tenant' shall be construed as referring to all or both or either or any of the persons so named.

**SIGNED AS A DEED**

BY THE LANDLORD:

IN THE PRESENCE OF:

**SIGNED AS A DEED**

BY THE GUARANTOR

IN THE PRESENCE OF:

## Identification Required

Please bring with you on your appointment to our office one document from each column below

| Identity Document  | Evidence of Address   |
|--|---|
| Current signed passport  | A utility bill within the last 3 months (Not mobile phone bill)             |
| Non UK residents; current visa   | Council Tax bill for current year   |
| Current UK photo card driving license, but not provisional                       | Bank, Building Society OR Credit Union statement containing current address |
| Residential permits issued by the home office to EU Nationals                    | Most recent mortgage statement from a recognised lender                     |
| Benefit book or original letter from benefits agency confirming benefits         | Current UK driving license  |
| Self employed in construction industry- Tax exemption forms (C155, C156 or CC60) | Confirmation from electoral roll that you live at that address              |
| Inland revenue tax notification  | Record of home visit  |
| Fire arms certificate  |   |

per applicant, so that we may process your application. Care of address or PO Box not permitted.

## Guarantors

- If you were given a **Guarantor Form** this needs to be completed and signed by the person of responsibility. This person is responsible for fulfilling the rent obligations should you do not so.
- Guarantors must be home owners and resident in UK.
- A copy of a current utility bill must accompany this guarantor form: it must contain the same name and address as that of the guarantor
- The witness **Cannot** be a relative of the tenant, guarantor or tenant of the property.
- If you have any queries regarding the above please contact our office where we will be happy to assist you.