

## Credit Check Guarantor Application Form

Please return this to Cleeve Residential Lettings Ltd. Asterisks (\*) fields are mandatory.

### Agency Details

Letting Agent Name \* Cleeve Residential Lettings Ltd  
Letting Agent ID \* 4514

### Guarantor Address Details

Building/House Number \* \_\_\_\_\_  
Building/House Name \* \_\_\_\_\_  
Address Line 1 \* \_\_\_\_\_  
Address Line 2 \* \_\_\_\_\_  
Town \* \_\_\_\_\_  
County \* \_\_\_\_\_ Postcode \* \_\_\_\_\_  
Total Monthly Rent \* \_\_\_\_\_  
Name of Tenant \* \_\_\_\_\_ (who you are acting for)  
Relationship with Tenant \* \_\_\_\_\_

### Guarantor Details

Title \* \_\_\_\_\_ First Name \* \_\_\_\_\_  
Middle Name \* \_\_\_\_\_ Last Name \* \_\_\_\_\_  
Previous Full Name \_\_\_\_\_ (If your name has changed in the last 12 months)  
Marital Status \* \_\_\_\_\_  
Date of Birth \* \_\_\_\_\_ (dd/mm/yyyy)  
Telephone Number \* \_\_\_\_\_ Mobile Number \* \_\_\_\_\_  
Email Address \* \_\_\_\_\_  
Any recent Arrears or  
Adverse Credit? \* \_\_\_\_\_ (Yes/No)

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

### Identification

National Insurance Number \* \_\_\_\_\_  
Identification Type \* \_\_\_\_\_ (e.g. passport, driving license, etc)  
Identification Number \* \_\_\_\_\_

# Cleeve Residential Lettings Ltd

*'We care for your home as if it's our own'*

5 Church Road  
Bishops Cleeve  
Cheltenham GL52 8LR

01242 674775  
lettings@cleeve.co.uk  
www.cleeve.co.uk



**If you are providing the deposit (or part of the deposit) to assist with this tenancy please provide the details below. If no, please indicate " not applicable".**

Name \* \_\_\_\_\_

Address \* \_\_\_\_\_

Town \* \_\_\_\_\_

County \* \_\_\_\_\_ Postcode \* \_\_\_\_\_

Contact Number \* \_\_\_\_\_ Email \* \_\_\_\_\_





## Documentation required

### 1) **Proof of ID: Photo identification / Immigration status, (i.e Passport, Driving Licence).**

It is now law that letting agents must check immigration status before renting out properties. Please see below acceptable documents dependent on country of origin.

## Accepted documents as evidence of identification / immigration status

### United Kingdom citizens:

UK passport (an expired passport is acceptable if the holder is still recognisable from the photograph) Naturalisation certificate Right of abode certificate Birth certificate or adoption certificate plus either national insurance number or UK driving licence.

### European Economic Area and Swiss citizens:

EEA or Swiss passport ( an expired passport is acceptable if the holder is still recognisable from the photograph) National identity card issued by European Union member state<sup>24</sup> or Switzerland European Union Laissez Passer ( as issued to certain European Union officials and dependents)

### Non- EEA nationals with lawful regular immigration status (leave to enter or remain):

Biometric Residence Permit ( BRP) held by temporary and permanent residents Visa or passport stamp held by short term visitors Home Office letter confirming the person has an outstanding immigration application or appeal which permits them to remain ( but only if verified by contacting the Home Office enquiry service) Documents held by persons exempt from immigration control ( e.g diplomatic passports, NATO identification card, international red cross travel document, UN Laissez Passer)

### Non- EEA family members of EEA nationals exercising EU Treaty Rights in the UK:

Residence certificate or card issued by the Home Office Certificate of application ( but only if verified by contacting the Home Office enquiry service)

### Non- EEA nationals without leave to remain <sup>25</sup>:

Application Registration Card ( ARC ) held by asylum seekers ( but only if verified by contacting the Home Office enquiry service) Home Office letter of authorisation ( but only if verified by contacting the Home Office enquiry service)

### 2) **Proof of residency: (i.e Utility bill, council tax bill, phone bill, card statement). This must be less than 3 months old.**

### 3) **Proof of earnings: (i.e wage slips, benefit statement, tax return, or if starting a new job- job offer or contract).**



## Source Of Income

Employed \*  Employed (Paye) \*  Self- Employed \*  Investments / Savings \*  Benefits \*

Other \*  If other ticked, please provide details \_\_\_\_\_

Employer/Accountant Name \* \_\_\_\_\_

Annual Income Amount \* \_\_\_\_\_ Position / Role \* \_\_\_\_\_

Time With Employer \* \_\_\_\_\_

Title, First Name, Surname \* \_\_\_\_\_

Contact Number \* \_\_\_\_\_

Contact Email \* \_\_\_\_\_

## Landlord / Agency Details of your Current Address

Name of Landlord / Letting Agent \* \_\_\_\_\_

Contact Number \* \_\_\_\_\_

Contact Email \* \_\_\_\_\_

Title, First Name, Surname \* \_\_\_\_\_

## Declaration

I declare that all the information I have provided is truthful to the best of my knowledge \*

Yes  No  Date \* \_\_\_\_\_ (dd/mm/yyyy)

## Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited, or their partner companies (e.g. Intasure), to contact me about related products and services which may be of interest to me, such as Tenants Contents Insurance.

Applicant's Name \* \_\_\_\_\_

Applicant's Signature \* \_\_\_\_\_

Date \* \_\_\_\_\_ (dd/mm/yyyy)

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## Optional Page

You only need to send this extra page in if you choose to provide any further information.

## Additional Information

If you need to provide any previous addresses, names, credit history or other credentials please describe them below.

## Supplementary Orders (For Use By Cleeve Residential Lettings Ltd Only)

If you would like to order Rent Protection alongside this Reference, please tick the appropriate box.

6 Months / 1 Month Excess

6 Months / Nil Excess

12 Months / 1 Month Excess

12 Months / Nil Excess



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