



GUARANTOR APPLICATION FORM

Please complete this application and return to:

- ▶ Your local Edward Mellor branch
- ▶ Email to propertymanagement@edwardmellor.co.uk
- ▶ Edward Mellor Property Management, 65-81 St Petersgate, Stockport SK1 1DS

0161 443 4777
EDWARDMELLOR.CO.UK

Important Information:


To speed up your application, please include the following documents with your tenancy forms.

- Proof of income – 3 months wage slips / proof of benefits / Pension (if retired) / if Self-employed, Full tax return from the HMRC or SA302 form (A personal tax return is required not the business) or your accredited accountant's details who will be requested to provide the required information
- Written reference from your employer stating your salary and term of employment (temporary / permanent)
- Proof of address / residency – Utility Bill / Driving Licence / Recent Bank Statement
- Identification – Photo Driving Licence / Passport
- Signed Guarantor form (back page) - If not filled in you will be requested to attend the move in appointment at Stockport Head Office

To secure your application:

As guarantor, you will be required to pay an Administration Fee. Please be aware that we cannot accept this admin fee without your full application, including the documents listed above.

ADMIN FEE PAYABLE:

Guarantor 

£60 inc. VAT per guarantor


PLEASE NOTE: ALL ADMIN FEES ARE NON-REFUNDABLE

Guarantor

To be eligible, your guarantor must earn at least 3 times the property's annual rent, be a UK citizen, and a UK homeowner. The guarantor form will need to be completed and included with the other documents stated above. A fee of £60.00 inc VAT will be charged to cover administration, referencing, and credit checks.

What Happens Now?

It is important to complete ALL boxes on this application form to prevent any delays with your application.



Once your completed application has been returned, it will be passed to our Head Office in Stockport where it will be processed by our dedicated Lettings Management team.

i Your Application

Applicant's name:

Name:

Address:

Postcode:

Rent agreed:

£

per calendar month

i Data Protection

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future.

I agree that UK Tenant Data or and approved agent appointed by Edward Mellor may search the files of a Credit Reference Agency, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand my obligations as guarantor and that any defaults may be recorded with the Credit Referencing Agency and IDS Ltd., who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

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.

Please note if you require a guarantor they will need to be present prior to signing the Tenancy Agreement.

I understand that Edward Mellor Limited operate a formal complaint handling procedure, a copy of which is available on request, in accordance with the requirements of their membership of the Ombudsman Services: Property, a scheme approved by The Office of Fair Trading.

I understand that in the event of any default in respect of the covenants in the tenancy agreement with the landlord, the information contained herein may be disclosed to UK Tenant Data and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer; UK Tenant Data will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I agree that the administration fee payable upon submitting this application is non-refundable.

In signing this document, I hereby authorise any necessary enquiries in connection with this application. I authorise you to disclose any information about myself to any credit referencing agent who may retain a record. I understand that the information I provide is used to help make decisions regarding my credit and that it may also be used for insurance and fraud purposes.

Name:

Signed:

Date:

DD

MM

YYYY

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Applicant's name:	<input type="text"/>		
Postcode:	<input type="text"/>		
Rental address: (Applicant applying for)	<input type="text"/>		
Postcode:	<input type="text"/>	Full tenant profile:	<input type="checkbox"/>
Total monthly rent:	£ <input type="text"/>		

Please complete this application in **BLOCK CAPITALS** and ensure all information and contact details are correct. You must complete all required fields including email, fax and contact numbers.

Please ensure the referees you have provided on this application check their emails and spam folders for our verification link.

▶ STEP 1 Personal details

Title Mr/Mrs/Etc:	<input type="text"/>	Maiden name: (if applicable)	<input type="text"/>		
Forename:	<input type="text"/>	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Middle name(s): (in FULL)	<input type="text"/>	Date of birth:	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>
Surname:	<input type="text"/>	Marital status:	<input type="text"/>		
CONTACT DETAILS:					
Home phone:	<input type="text"/>	Mobile:	<input type="text"/>		
Work phone:	<input type="text"/>				
Email:	<input type="text"/>				
ID VERIFICATION DETAIL:					
Photo ID provided to letting agent:	<input type="text"/>				
Please provide your bank details for verification:	Sortcode:	<input type="text"/>	Account number:	<input type="text"/>	<input type="text"/>
Do you have any adverse credit history i.e. CCJs / bankruptcies. If yes, please explain			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="text"/>					

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▶ STEP 2 Current accommodation (where you live now)

Address:	<input type="text"/>	County:	<input type="text"/>
Town or city:	<input type="text"/>	Postcode:	<input type="text"/>
		Moved in date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Current accommodation status (of where you live now)

- Currently renting:** (Fill in **SECTION A**)
- Currently living with friends & family:** (Fill in **SECTION B**)
- Currently a homeowner:** (Fill in **SECTION C**)

Current renting / rented in the last 6 months

SECTION A

Landlord:	<input type="checkbox"/>	OR Agent:	<input type="checkbox"/>	Letting agent name:	<input type="text"/>
Agent / Landlord Address:	<input type="text"/>			Fax:	<input type="text"/>
Postcode:	<input type="text"/>				
AGENT / LANDLORD CONTACT DETAILS:					
Title Mr/Mrs/Etc:	<input type="text"/>				
Forename:	<input type="text"/>	Phone:	<input type="text"/>		
Surname:	<input type="text"/>	Mobile:	<input type="text"/>		
Email:	<input type="text"/>				
In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.					
Total monthly rent:	£	<input type="text"/>	Please name other tenant(s):	<input type="text"/>	
Method of payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> Card	<input type="checkbox"/> Other	
Joint tenancy?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Currently living with family or friends

SECTION B

Title Mr/Mrs/Etc:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	<input type="text"/>	
Email:	<input type="text"/>		
Relationship to you: (i.e. Mother)	<input type="text"/>		

Currently a homeowner

SECTION C

Please provide proof of your home ownership

Mortgage statement
 Land registry title extract
 Already provided to letting agent

Solicitor's completion certificate
 Buildings insurance policy

Either email to: enquire@uktenantdata.com or fax to **0845 1800 873** or call in to your agent and ask them to take a copy and send the document to UK Tenant Data on your behalf.

Previous address if less than 3 years

SECTION D

Address:	<input type="text"/>	Postcode:	<input type="text"/>
		Moved in date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Now go directly to STEP 3

▶ STEP 3 Next of kin information

Note to applicant: This must be a person you will not be living with at the address applied for.

Title Mr/Mrs/Etc:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Relationship to you: (i.e. friend)	<input type="text"/>
Address:	<input type="text"/>	Years known:	<input type="text"/>
		Postcode:	<input type="text"/>
Email:	<input type="text"/>		

I consent to the agent contacting my next of kin in the event of an emergency or in the event that a situation requires immediate attention.

▶ STEP 4 Income status information

Employed: (Fill in **SECTION Aa**)

Self employed / Director of own company: (Fill in **SECTION Bb**)

Unemployed & other means of income: (Fill in **SECTION Cc**)

National Insurance Number:

Employed

SECTION Aa

Your Employer/Accountant may need your signed authority to release your employment information.
(If this is the case please call UK Tenant Data on 0845 180 0872)

Employed by: (i.e. company name)	<input type="text"/>	Department: (if applicable)	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
		Fax:	<input type="text"/>
Postcode:	<input type="text"/>		

EMPLOYER CONTACT DETAILS: (the person who can officially confirm your employment and salary)

Title Mr/Mrs/Etc:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

JOB DETAILS:

Job title:	<input type="text"/>	Annual salary: (your pay per year before tax & NI is deducted)	£ <input type="text"/>
Start date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	Annual bonus:	£ <input type="text"/>
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
			<input type="text" value="Length of contract (in months)"/>

Self employed / Director of your own company – Your business details

SECTION Bb

Business name:	<input type="text"/>	Annual bonus:	£ <input type="text"/>
Years trading:	<input type="text"/>	Business type: (e.g. builder)	<input type="text"/>
Annual income: (salary/drawings/dividends)	£ <input type="text"/>	Job title:	<input type="text"/>
Accountant's name:	<input type="text"/>	Accountants address:	<input type="text"/>
Phone:	<input type="text"/>		
Fax:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		

If you have additional means of income other than above, fill in Section Cc also

Other means of income

SECTION Cc

State pension MONTHLY:	£ <input type="text"/>	Investment income MONTHLY:	£ <input type="text"/>
Private pension MONTHLY:	£ <input type="text"/>	Interest on savings MONTHLY:	£ <input type="text"/>

UNEMPLOYED & ADDITIONAL MEANS OF INCOME:

Family tax credit MONTHLY:	£ <input type="text"/>	Income support MONTHLY:	£ <input type="text"/>
Housing benefit MONTHLY:	£ <input type="text"/>	Disability living allowance MONTHLY:	£ <input type="text"/>
Other income MONTHLY:	£ <input type="text"/>		
Other income description:	<input type="text"/>		

The Agent of Landlord will take copies of the relevant documents they need for their files to verify the income and additional income specified in this section

Terms & Conditions:

This information is provided to us for the purpose of tenant profiling and selection, this information will be used to establish your performance as a prospective tenant or as guarantor of a prospective tenant. These enquiries will include carrying out a credit report to confirm any identifiable adverse data, ID verification, confirmation of registration on the Electoral Roll Register, undeclared addresses and previous aliases. Any findings will be shared with third party credit reference agencies. We will contact current / previous landlords and managing agents to verify and process information to establish future performance. We will make contact with your employer or accountant for the purpose of verifying your financial integrity and to confirm the information supplied by you is factual and correct. These enquiries will be made by fax, email, letter, telephone, SMS or in person. All information supplied to UK Tenant Data (Ifaqs Ltd) will be processed and stored on a secure server, and used for the purpose and ease of future use of the site. The information can be updated by UK Tenant Data, the managing agent, private landlord, user, account holder or applicant. The updating of the tenant / guarantor file will be for the purpose of scoring or registering tenancy performance, including delinquency, (Arrears/Property Dilapidation) and for the purpose of applying "Notices of Correction" (NOC) to a tenant file. The NOCs are only applied on the supply of credible evidence supporting an application for an NOC. (Notice of Correction) All storage, use and transmission of personal information relating to an individual or a company are subject to the Data Protection Act. You can obtain a copy of all the details held by applying, with the £10.00 fee, to the data controller at UK Tenant Data (Ifaqs Ltd) 8 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, Lancashire, PR5 6BL.

As part of our service we, or our third party partners, may from time to time contact you with updates and product information relevant to you. If you do not wish to be contacted please tick.

I understand that should I, or the tenant(s) I am guarantoring be served with a Section 8 or Section 21 Notice during the tenancy period, the information will be recorded and stored within UK Tenant Data's database for a period of 6 years.

By signing this application, I agree to all the terms and conditions, I consent to UK Tenant Data making enquiries to verify my information and give my consent for my employer/accountant/ current/previous letting agent/landlord/each referee I have provided, to release information requested by UK Tenant Data in order for them to assess my suitability as a tenant/guarantor. This information can be viewed by registered users of UK Tenant Data's service to establish my future performance as a prospective tenant/guarantor.

Next of Kin

If a situation arises whereby the letting agent cannot make contact with me, I consent to the letting agent making contact with my next of kin, the details of which I have supplied within this application. In the absence of direct communication with me, I authorise the letting agent to serve any notices or legal papers at the address of my next of kin. I have made my next of kin aware of this arrangement and can confirm I have their full authority.

Please note!

Should your application be declined or you fail to proceed with the letting of the property, your application fee will be forfeit.

Name:

(in BLOCK CAPITALS)

Applicant signature:

Today's date:

i Guarantor form (must be signed)

Landlord:

(c/o Edward Mellor, 65-81 St Petersgate, Stockport, SK1 1DS)

Rental address:

Guarantor name:
(full name)

Address:
(full address)

Home phone:

Mobile phone:

Email address:

I/we hereby agree to guarantee the rent for the above named property, should the tenants fail to pay as per their Tenancy Agreement for the above rental address. In consideration of doing so I hereby guarantee to indemnify the landlord against any losses (i.e. rent, cleaning or damage etc) incurred by the tenant(s) in respect of the Assured Shorthold Tenancy entered into by them. Provisions of this indemnity shall apply to any increased rental and/or to any continuation (Extension/renewal) of the Tenancy.

For the avoidance of doubt, the Guarantor hereby agrees with the landlord(s) that the Tenant will pay the rent and should they not adhere to their Agreement, the Guarantor will pay all associated costs and losses to the landlord. The Guarantor is jointly and severally liable to all terms of the Tenancy. The Guarantor acknowledges that they have read and understood the terms of the Tenancy Agreement and that they are signing this Agreement without duress. I confirm I have read a copy of the Tenancy Agreement.

Relationship to tenant:

Signature of Guarantor:

Date:

Witness name:

Witness address:

Signature of witness:

Date:

THIS GUARANTEE IS LEGALLY BINDING AND WILL BE PURSUED IN A COURT OF LAW IF THE TENANT INCURS ANY DEBT TO THE LANDLORD DURING THE PERIOD OF THE TENANCY AGREEMENT, AND ANY FURTHER DEBTS TO THE LANDLORD AFTER THE TENANCY PERIOD. PLEASE PROVIDE A PHOTOCOPY OF YOUR DRIVING LICENCE OR PASSPORT WHICH CLEARLY SHOWS YOUR SIGNATURE.

Please provide photographic ID with this form (driving licence or passport)