



Guarantor Assessment Application 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 *(mandatory field for assessments)*

Branch Name	<input type="text"/>	TLC Username/ Cost Centre	<input type="text"/>
Contact Name	<input type="text"/>		
Contact Telephone Number	<input type="text"/>		

Complete Parts: *please tick to highlight which parts you are completing*

Comprehensive Guarantor	F G H	<input type="radio"/>
Guarantor Standard	F H	<input type="radio"/>

If an applicant has already been processed and requires a guarantor, please supply the applicant's TLC Reference number in the box provided. *If the guarantor is acting for more than one tenant, please confirm names in part F.*

Property Details

House Number / Name	<input type="text"/>		
Flat Number / Name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Total Rent	£ <input type="text"/>	Per week / month <i>(delete as appropriate)</i>	
Proposed Tenancy Commencement Date	<input type="text"/>	Period	<input type="text"/>
Does the landlord have resident landlord status?	Yes <input type="radio"/>	No	<input type="radio"/>

Confidentiality Note

Once fully complete, please transfer to www.tenant-letting-check.com. The information contained within this application is being transmitted to and is intended only for TLC. 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. If you receive this application in error, please immediately notify us by calling **01476 594296**.

Part F Guarantor's Details (*mandatory for all assessments)

Parts B C D E have been completed on a separate application form by the tenant.

Tenants to be guaranteed Please give the names of all the tenants you will be covering

	First Name	Middle Name	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Guarantor's Personal Details

Mr/Mrs/Miss/Ms*	<input type="text"/>	Other (please specify)	<input type="text"/>
Surname *	<input type="text"/>		
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/>	Nationality*	<input type="text"/>
Sex	<input type="text"/> Male / Female <small>(please circle)</small>		
Marital Status	<input type="text"/>	Maiden/ Other Name	<input type="text"/>
Daytime Telephone Number	<input type="text"/>	Evening Tel Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>	Bank Acc. No* (8 digits)	<input type="text"/>
		Bank Sortcode* (00-00-00)	<input type="text"/>
Email Address *	<input type="text"/>		
To assist us to complete the assessment process, there might be a requirement to contact you by telephone. Please tick the box opposite if this is not acceptable <input type="checkbox"/>			

Are you aware of any current or pending adverse records such as
CCJ/Bankruptcy Orders/IVAs etc? (please tick)

Yes No Unknown

If yes, give details:

Are you a UK home owner? (please tick)

Yes No

Guarantor's Current Address

House Number / Name*	<input type="text"/>			
Flat Number / Name*	<input type="text"/>			
Street*	<input type="text"/>			
Town*	<input type="text"/>			
District*	<input type="text"/>			
County*	<input type="text"/>	Postcode*	<input type="text"/>	
Status <small>(circle one)*</small>	Owner	Rented	Living with Parents	Council Tenant
Other <small>(please specify)</small>	<input type="text"/>			
How long have you lived at your current address?*	Years	<input type="text"/>	Months	<input type="text"/>

Guarantor's Previous Address *Enter only if you have lived at your current address for less than 3 years*

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (*circle one*)* Owner Rented Living with Parents Council Tenant

Other (*please specify*)

How long did you live at your previous address?* Years Months

Guarantor's Additional Address *Enter only if you have lived at your current and previous addresses for less than 3 years*

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (*circle one*)* Owner Rented Living with Parents Council Tenant

Other (*please specify*)

How long did you live at your additional address?* Years Months

Part G Guarantor's Reference (* denotes mandatory fields)

Financial Details

Please note to be acceptable as a guarantor you must be employed / self employed or have an additional source of income which can be verified, i.e. pension. (We are unable to accept income from savings, investments or benefits.)

Is your job likely to change within the next 3 months?* Yes No

If your job is due to change within the next 3 months, please give TLC details of your new position and not your current one as references will need to be obtained from your new employer.

Type of Business

Job Title Employment Type

Annual Income* (gross) £ Employment Start Date*

Average Annual Commission £ Average annual Overtime or Bonus £

Payroll/Pension Number Is your employment? Temporary Permanent

NI Number Contract

Additional Income (if applicable):

If you have any additional income please advise how much per annum* £

Source of additional income

Employer Details

If you are employed, self-employed or retired, give details of either your employer, accountant or pension provider below and authorise them to reply to the enquiries which will be made to verify this information. Please complete **ALL** boxes, including contact details for referee. (Alternatively you may provide proof of pension / self assessment forms with this application).

Employer / Accountant / Pension Provider Name*

Office / House Name*

Street Number / Name*

Town*

District

County Postcode*

Contact Name* Position

Daytime Telephone* Extension
(including STD code)
(Please note: - We are unable to accept mobile contact numbers for referees)

Fax Number*

Business Email Address*
(Please note: - We are unable to accept personal emails for referees.)

Part H to be completed by the Guarantor (* denotes mandatory fields)

Guarantor's Consent

Please read the declaration and sign by ticking the box below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

The information you have given in this application form should be true to the best of your knowledge. We will verify this by fair and lawful means, which will involve contacting referees and one or more licensed credit referencing agencies. Tenant Letting Check may pass your application to its carefully selected partners for the purposes of assisting with the referencing and where this is the case, the chosen referencing partner will contact referees and one or more licensed credit referencing agencies. Our present referencing partners are HomeLet, Keysafe and Rentshield Direct, but may include others from time to time.

Tenant Letting Check and/or our partners as described above will search records held by one or more credit referencing agencies and you agree that Tenant Letting Check, our partners and those credit referencing agencies will keep a record of that search and its results. The results of the referencing process may show how you conduct your payments, including rental payments, and this may be disclosed to the letting agency and/or landlord and may affect future applications from you.

The law requires that we verify the identity of all applicants under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. We will therefore seek to verify your identity and obtain proof of residency via electronic verification using the CallML online identity check system (provided by TransUnion). The footprint left by carrying out a CallML search is "Prevention of Money Laundering". This will be visible on your credit file along with a footprint of the credit search. These footprints will have no effect on your credit score or credit-worthiness.

You may still be required to provide photo ID and proof of residency to your letting agency and/or landlord, or to Tenant Letting Check or one of our partners as described above.

A copy of your application form and the results of any searches or assessment, along with any supporting documentation, may be forwarded to the letting agency and/or to the landlord for the purposes of assessing your application, and for the purposes of debt collection, tracing and fraud prevention.

You should signify your agreement to the text above by ticking this box.

Signature*

Date*

Print Name*

Tenant Letting Check (TLC) 2nd Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN Tel 01476 594296 Fax 01476 563 606 Web Tenant-Letting-Check.com
TLC trading name of Sequence (UK) Limited. Registered in England, number 4268443. Registered office: Cumbria House 16 – 20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN.

The logo for Tenant Letting Check (TLC) consists of the lowercase letters 't', 'l', and 'c' in a bold, rounded, sans-serif font. The 't' and 'l' are connected at the top, and the 'c' is positioned to the right of the 'l'. A period follows the 'c'. The logo is set against a dark background on the left side of the page.