

GUARANTOR APPLICATION FORM

(External Referencing Only)



**PLEASE RETURN YOUR COMPLETED APPLICATION FORM
AS SOON AS POSSIBLE TO:-**

**BURNETT DAVIES LETTINGS
17 HIGH STREET, BARRY, CF62 7EA
TEL: 01446 737 255
enquiries@burnettdavieslettings.co.uk**

**FOR US TO PROCESS THIS APPLICATION YOU MUST
PROVIDE THE FOLLOWING WITH YOUR APPLICATION:-**

- 1. PROOF OF PHOTOGRAPHIC ID**
- 2. PROOF OF CURRENT ADDRESS**

DO NOT SEND TO FCC PARAGON

Dear Guarantor

There are a few things you can do to ensure that your reference is completed as swiftly as possible.

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- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
 - E-mail address and fax numbers are very helpful in speeding up the reference process, so please supply these.
 - **Please sign the attached consent form which needs to be returned to FCC Paragon.** You can also hand this to your referees (employer/accountant/current landlord/managing agent), this means that they will be expecting our call and that they will have your permission to disclose information to us.
 - You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.
 - Please note that if you are a foreign national you **MUST** provide your letting agent with original copies of any migrant/permits, an in date passport, worker registration certificates, indefinite leave to remain etc. The letting agent must then retain a certified copy of the original on their files.
 - Please ensure that you complete this form **FULLY** and **ACCURATELY**. If any information is found to be fraudulent in any way and this has been verified, the relevant authorities will be notified.
-

Thank you very much for your co-operation.

FCC Paragon

IMPORTANT PLEASE READ THIS BEFORE COMPLETING

COMPLETE FORM IN FULL AND IN BLOCK CAPITALS

It is **VITAL** that all information requested is supplied. Missing information will result in this form **not** being processed.

NOT FOR USE WITH TENANTS

Use a Full Tenant Referencing Form.

Version 26

MISSING INFORMATION WILL RESULT IN DELAYS!

You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.

Guarantor Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

DO NOT SEND TO FCC PARAGON

FOR LETTING AGENTS USE ONLY

Agent Name Agency No.

Contact Name Service 48 Hour (3pm deadline) 24 Hour (12pm deadline) You must view and retain two forms of identification, one being photographic.

WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Smart Rental Protection? YES NO PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS.

Do you require a Smart Rental Protection + ? YES NO PLEASE NOTE WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS

Do you require a Superior Rental Protection? YES NO If 'yes' please choose a Superior Rental Protection period: 6 months 12 months

If the Superior Rental Protection is to replace an existing Superior product, please supply the current contract number:

Landlord Name Mobile No.

Address Landline Phone No.

Landlord Email

Postcode

We the above named agent warrant that we are appointed by the person named as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

Signature of Agent Name Date

1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode Management Type: Full Management Let Only Unknown

Property Type: Terraced Semi-Detached Detached Flat

Property Rent £ Applicant's Share of Rent per Month £ Proposed Tenancy Start Date / / Rental Period (in months) No. of Bedrooms

Tenant Name Reference Number C /

2 GUARANTOR'S DETAILS

Title (Mr,Mrs etc) Male Female Work Phone No.

First Name(s) Home Phone No.

Middle Name(s) YOU MUST SUPPLY YOUR MIDDLE NAME IF YOUR MIDDLE NAME IS PRESENTED ON YOUR VISA AND/OR ID DOCS. Mobile Phone No.

Surname

Maiden Name

Date of Birth / /

N.I. Number

Is there more than one Tenant over the age of 18 moving into the property? YES NO

Are they to be referenced? YES NO

If YES, please supply name(s) below

Please note that a separate application is required per applicant if they are also to be referenced.

Are you known by any other names or aliases? YES NO

- If YES please provide the full name(s) below.

Nationality Please complete regardless of nationality

Email Address

2.1 CREDIT HISTORY

Have you ever had adverse credit history which resulted in the issue of a County Court Judgement, Bankruptcy Order or an Individual Voluntary Arrangement? YES NO **IF YES PLEASE SUPPLY THREE YEARS OF ADDRESSES. PLEASE CONTINUE IN SECTION 7 IF NECESSARY.**

If Yes please
provide details

An Anti Money Laundering search may be carried out as part of our tenant reference checks.

3.0 CURRENT ADDRESS AND TENANCY DETAILS

YOU MUST PROVIDE 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS

Property Address
Postcode Period at Address Years Months
I am: Property Owner With Family/Friends Renting **Complete section 3.1** Other

3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT / HOUSING ASSOCIATION

Referee Name Landline
Referee Address Mobile No.
Postcode Fax or Email

If you have been at the current address for less than 12 months complete section 3.2 otherwise proceed to section 4

3.2 PREVIOUS ADDRESS AND TENANCY DETAILS

I was: Property Owner With Family/Friends Renting Other

Previous Address
Postcode Period at Address Years Months
Referee Name
Referee Address
Postcode Phone No. Fax or Email
(if your landlord is abroad you MUST provide a fax or email address)

I was: Property Owner With Family/Friends Renting Other

Previous Address
Postcode Period at Address Years Months
Referee Name
Referee Address
Postcode Phone No. Fax or Email
(if your landlord is abroad you MUST provide a fax or email address)

4 EMPLOYMENT / INCOME DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired **Proceed to section 4.5**
Self Employed **Proceed to section 4.3**
Unemployed Student **Proceed to section 4.5**
Employed **Proceed to section 4.2**

Maternity/Paternity Leave From / / To / / **Proceed to section 4.2**

If you are due to go on maternity leave during the term of this tenancy please complete the dates.

Starting New Employment **Proceed to section 4.1**

If you have a second job which you wish to be taken into account, please note ALL details in section 7.

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Guarantor Name

4.1 FUTURE EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name Employment Start Date / /

Company Address

Postcode Company Landline Phone No. Fax No.

Is the address given above your place of work? YES NO **If NO please provide details in Section 7**

Your Position Average Annual Salary
(If you do not receive a set salary, please provide us with an average salary over the last 12 months)

Referee Name /Department (must be authorised to confirm salary and provide a reference) Referee
Company Email We do not accept Hotmail / Yahoo etc email addresses

Referee Position
(if your employer is abroad you MUST provide a fax or email address)

Employment Temporary Permanent Fixed Term Contract Bank Staff / Zero Hour Contract

If employed on a Fixed Term Contract, please specify duration Please note if you are in temporary employment or have a fixed term contract a guarantor may be required. Proceed to section 4.2

4.2 CURRENT EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name Employment Start Date / /

Company Address

Postcode Company Landline Phone No. Fax No.

Your Position Staff Payroll No.

Is the address given above your place of work? YES NO **If NO please provide details in Section 7**

Referee Name /Department (must be authorised to confirm salary and provide a reference) Average Annual Salary
(If you do not receive a set salary, please provide us with an average salary over the last 12 months)

Referee Position

Employment Temporary Permanent Fixed Term Contract Bank Staff / Zero Hour Contract

If employed on a Fixed Term Contract, please specify duration Referee
Company Email We do not accept Hotmail / Yahoo etc email addresses
(if your employer is abroad you MUST provide a fax or email address)

4.3 SELF EMPLOYED DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Please provide your most recent consecutive 6 months personal bank statements.

Self Employed From / / Company Name

Business Type Company Address

Website Address

Email Address Postcode

Are you: VAT Registration Number

Sole Trader Partner Director Share Holder Private Ltd Company Public Ltd Company

Company Reg. Number Date of Incorporation

Do you have an Accountant? YES NO **If YES proceed to section 4.4** Your Income per Annum £

(If you have been self employed for less than 12 months you will need to provide your most recent 6 months personal bank statements)

4.4 ACCOUNTANT'S DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name Contact Name

Address

Postcode Business Landline Phone No. Fax No.

Email

Is your Accountant: Chartered OR Certified Registered Number (if known)

If your Accountant is not chartered or certified please provide your recent 6 months personal bank statements.

How long has your accountant been appointed for? (If your completed accounts are more than 3 months old, up to date draft accounts will be required or most recent 6 months personal bank statements)

Which month were last accounts completed?

4.5 PENSION AND OTHER INCOME DETAILS

Please state any additional income you would like us to take into account below:

Total Savings £ Please provide your most recent savings statement(s)

Total Investments £ Please provide your most recent investment letter/statement(s)

Total Bonds £ Please provide your most recent bonds certificate(s)

Total income received from property sale £ Please provide your most recent savings statement/bank statement showing the funds from the sale of the property

Total annual income received from Pensions £ Please provide one of the following for each pension you have: • Most recent pension statement • Most recent pension P60 • Most recent bank statement

Total annual income received from property rentals £ Please provide your most recent consecutive 6 months personal bank statements and the signed tenancy agreement

If you are receipt of any of the below benefits, please provide your recent award letter from the Department of Work and Pensions/HM Revenue and Customs.
(We don't accept child benefit or housing benefit)

Weekly income received from the following (if applicable):

Working tax credits £

Disability living allowance £

Incapacity benefit £

Carers allowance £

Please attach the relevant documentation or send via email to references@fccparagon.com or fax to 0844 375 9607 ensuring you specify your full name and date of birth. As a last resort please post to us using the address detailed below.

6.0 GENERAL QUESTIONS

Have you ever been evicted from a property? YES NO

If yes please give details

7.0 ADDITIONAL DETAILS IF APPLICABLE

To avoid delays in your reference application, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be rejected and will take longer to process.

Please let your referees know that FCC Paragon will be contacting them to obtain a reference.

PLEASE ENSURE THAT YOU COMPLETE THIS FORM FULLY AND ACCURATELY. IF ANY OF THE INFORMATION IS FOUND TO BE FRAUDULENT IN ANY WAY AND THIS HAS BEEN VERIFIED, THE RELEVANT AUTHORITIES WILL BE NOTIFIED.

8 DECLARATION

THIS FORM IS TO BE SIGNED BY THE APPLICANT ONLY

I confirm that the information supplied is to the best of my knowledge and belief, true. I understand that this information will be verified by fair & lawful means, and that it will be used in the administration of the tenancy agreement, should my application be successful. This information may be verified against some or all of the following: referees supplied on this form, a credit referencing agency and call enhanced search via a 3rd party, who will keep a record of the search, any other relevant internal or external databases, or any other information in support of this application supplied to you for the purpose of my application. Should the application/s be successful I understand that by signing this form any dilapidations remain my responsibility and I agree to pay for any dilapidations on the termination of the contract or upon vacant possession of the property under any circumstances. In the event that I remain in the property, or as a guarantor if applicable, past the agreed initial tenancy period, I understand that it may be necessary to perform a subsequent credit and/or call enhanced ID search, and/or necessary bank validation checks.

I hereby authorise all referees supplied and/or any other which are highlighted during your investigations, to provide the requested information such as income, length of employment etc. FCC Paragon may use the information if there is a complaint or legal challenge relevant to this process. Details may be held for the purpose of debt tracing if applicable, relevant to this tenancy. Future applications being referenced by Paragon will access this information. FCC Paragon will provide, as part of this reference, a quote for contents insurance. FCC Paragon may pass some or all of the information collected for this application to the Managing Agent/Landlord. It may also pass certain information to 3rd Parties to prevent or detect crime such as fraud or in other ways as permitted by law. All information will be treated as confidential. It is an offence to falsify any information provided on your application form. I understand that if any information within this application is found to be untrue following the tenancy agreement being granted, this may be grounds to terminate said tenancy. This reference application will be processed with your agents/landlords criteria unique to their requirements and may not be valid for other referencing applications.

Important - Use of your information

We may contact you by email or phone with information about products which may be of interest to you. We may pass your details to other selected businesses/companies within our group of companies to send you information about their products. You have the right at any time to stop us contacting you or giving your details to others for these purposes; if you would like to opt in, please tick this box.

We have partnered with Carphone Warehouse/Virgin Media to offer exclusive deals for our landlords, tenants and students on TV, broadband and home phone. You could be up and running in a matter of days, hassle free dependent upon the properties connectivity. Please tick the box if you wish for us to contact you about Carphone Warehouse/Virgin Media exciting deals

You must supply two forms of original ID to your Landlord/Letting Agent, one of which must be photographic. If you are a foreign national this must be a passport and all accompanying documentation which allows you to live and work in the UK.

We process and hold all information in accordance with the GDPR 2018 Legislation.

Applicant's Signature

Print Name

Date

APPLICATION FORM: GUIDANCE & INFORMATION

IMPORTANT - Please ensure all of the below is on the application form before submitting.

<input checked="" type="checkbox"/>	General
<input type="checkbox"/>	• Please ensure that you complete this form fully and accurately. If any of the information is found to be fraudulent in any way and this has been verified, the relevant authorities will be notified.
<input type="checkbox"/>	• Form must be legible and clear and completed in blue or black ink
<input type="checkbox"/>	• Letting Agent details completed and Warranty selected
<input type="checkbox"/>	• Sign declaration and date
<input type="checkbox"/>	• If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
<input type="checkbox"/>	• Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
<input type="checkbox"/>	• Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
<input checked="" type="checkbox"/>	Section 1 - Details for Proposed Property
<input type="checkbox"/>	• Property address and postcode
<input type="checkbox"/>	• Rent per month
<input type="checkbox"/>	• Tenancy start date
<input type="checkbox"/>	• Rental period (in months)
<input checked="" type="checkbox"/>	Section 2 - Applicant Details
<input type="checkbox"/>	• Title, full name and aliases
<input type="checkbox"/>	• National Insurance Number and Nationality
<input type="checkbox"/>	• Marital status
<input type="checkbox"/>	• Date of birth
<input type="checkbox"/>	• Contact telephone numbers and Email address
<input type="checkbox"/>	• Credit history
<input type="checkbox"/>	• Email address
<input checked="" type="checkbox"/>	Section 3 - Address and Tenancy Details
<input type="checkbox"/>	• 12 months worth of addresses including if relevant: <ul style="list-style-type: none"> • Current Address details inc postcode • Current Landlord/Managing Agent details inc address, Referee contact details and landline number • Previous Address details inc postcode • Previous Landlord/Managing Agent details inc address, Referee contact details and landline number
<input checked="" type="checkbox"/>	Section 4 - Employment Details
<input type="checkbox"/>	• Employment history including if relevant: <ul style="list-style-type: none"> • Future Employment details inc address, Referee contact details and landline number • Current Employment details inc address, Referee contact details and landline number • Self-Employed details inc company details and date self-employed from and to • Accountant details inc contact name and details and landline number • Pension and other income details
<input checked="" type="checkbox"/>	Section 5 - Next of Kin
<input type="checkbox"/>	• Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
<input checked="" type="checkbox"/>	Section 6 - General Questions
<input type="checkbox"/>	• Past rental history
<input checked="" type="checkbox"/>	Section 7 - Additional Details
<input type="checkbox"/>	• Other names or aliases and details (if relevant)
<input type="checkbox"/>	• Continuation of address details (if necessary)
<input type="checkbox"/>	• Any second income details (if relevant)
<input checked="" type="checkbox"/>	Proof of Residency
<input type="checkbox"/>	• Your agent will require two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below <ul style="list-style-type: none"> • One dated within the last four weeks • One dated between the last three to six months
<input checked="" type="checkbox"/>	Alternative documentation
<input type="checkbox"/>	• In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income

I authorise FCC Paragon to carry out all necessary background and financial checks to verify the information I have submitted on my application form. By signing this consent form I authorise them to make the relevant enquiries and take references to validate the information I have provided.

I authorise FCC Paragon to use the information obtained to compile a report and provide the results directly to the Letting Agent and/or Landlord who I have applied for a tenancy with. I understand that the information obtained will be retained, stored and used by FCC Paragon in accordance with the GDPR 2018 Legislation.

Applicant's Signature _____

Print Full Name _____

Date _____

To help speed up the referencing process you can hand this to your referees (employer/accountant/current landlord/managing agent), this means that they will be expecting our call and that they will have your permission to disclose information to us.

Please sign this Consent Form and return to FCC Paragon.

Thank you very much in advance for your co-operation.

FCC Paragon

PRIVACY STATEMENT

Privacy

What information do we collect?

We collect information from you when you register on our site, place an order, subscribe to our newsletter, respond to a survey or fill out a form.

When ordering or registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or bank details. You may, however, visit our site anonymously.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To personalise your experience
(your information helps us to better respond to your individual needs)
- To improve our website
(we continually strive to improve our website offerings based on the information and feedback we receive from you)
- To improve customer service
(your information helps us to more effectively respond to your customer service requests and support needs)
- To process transactions

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

- To send periodic emails

The email address you provide for order processing, will only be used to send you information and updates pertaining to your order.

If you decide to opt-in to our mailing list, you will receive emails that may include company news, updates, related product or service information, etc.

Note: If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you place an order or access your personal information.

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway providers database only to be accessible by those authorised with special access rights to such systems, and are required to keep the information confidential.

[PRIVACY STATEMENT CONTINUED](#)

We comply fully with the GDPR 2018 legislation & retention of personal data as appropriate to the product or service purchased, where the legislation dictates differing timescales.

All data retention is stored securely with limited access. When data is deleted it is done so irretrievably.

Do we use cookies?

Yes (Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognise your browser and capture and remember certain information).

We use cookies to help us remember and process the information you provide upon registering, understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future, and to gather stats on visitor numbers via Google Analytics.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still enquire over the telephone or by contacting customer care.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information without your consent. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

Third Party Links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

Terms and Conditions

Please also visit our Terms and Conditions and Consent Declarations section establishing the use, disclaimers, and limitations of liability governing the use of our website by clicking [here](#).

Your Consent

By using our site, you consent at any time to our online privacy policy. If you opted in to receiving marketing information, you have the opportunity to opt out of marketing information by emailing "UNSUBSCRIBE" to marketing@fccparagon.com

[PRIVACY STATEMENT CONTINUED](#)

Changes to our Privacy Policy

If we decide to change our privacy policy, we will update the Privacy Policy modification date shown here:
18/05/2018

Your Rights

- Under the GDPR 2018 you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, subject to the limitations of any other legislation which may dictate that not all requests can be complied with.
- If you have provided consent for the processing of your data you have the right in certain circumstances to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- You have the right to lodge a complaint to the ICO if you believe we have not complied with the requirements of the GDPR 2018 with regard to your personal data. You should however raise your complaint in the first instance with the Data Controller.

Paragon Scheme Management Services (T/A FCC Paragon) and Paragon Advance are the controllers and processors of data for the purposes of the GDPR 2018.

Data Controller is FCC Paragon, 4, 5 & 6 Quay Point, Northarbour Road, Portsmouth, Hampshire, PO6 3TD.