

# PRIVATE GUARANTOR APPLICATION FORM



PLEASE RETURN COMPLETED APPLICATION  
FORM AS SOON AS POSSIBLE ALONG WITH  
TWO FORMS OF I.D. (ONE MUST BE  
PHOTOGRAPHIC)

TO

BURNETT DAVIES LETTINGS  
17 HIGH STREET, BARRY, CF62 7EA  
TEL: 01446 737 255  
[enquiries@burnettdavieslettings.co.uk](mailto:enquiries@burnettdavieslettings.co.uk)

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- Email addresses and fax numbers are very helpful in speeding up the reference process so please supply these.
- **Please ensure you sign both consent forms which need to be returned to Burnett Davies Lettings as soon as possible.**
- Please contact your referees (employer, current landlord/ managing agency) to let them know you have requested a reference and giving them permission to disclose information to us.
- You **MUST** produce 2 original forms of ID one of which must be photographic and one with your current address. Copies will be taken and retained on our files.
- Please note if you are a foreign national you **MUST** provide us with original copies of any migrant/permits, an in date passport, worker registration certificates, indefinite leave to remain etc. Copies will be taken and retained on our files.

## **Other information**

- You are expected to move in straight away (or if the property is tenanted within 7 days of the previous tenant vacating). If you wish to move in at a later date this should be agreed with us before the referencing procedure takes place. If a landlord agrees to hold the property for you past these dates then a non returnable deposit of one month's rent will be required to hold the property to the agreed move in date. This deposit will be payable after the referencing process has taken place and on sign up will be deducted from your sign up invoice. If there are references outstanding after 10 working days you may also be required to pay a non returnable deposit of one month's rent (if the landlord is in agreement) and you wish us to continue to hold the property for you. If you subsequently decide not to proceed with the letting this payment is not refundable.
- If you wish rent to be paid on a specific day of the month (i.e. 1<sup>st</sup> of each month) please advise us before you sign up so the contract can be amended otherwise the rent will be due on the same day each month as the date you move in. Please note this is a legal contract and we will be unable to amend the contract without preparing new documentation for which charges will apply.
- Agency fees –. You will be asked to pay the agency fee (in cash or by bank transfer) after we check and accept your application form (which must be completed in accordance with the points listed above) with accompanying I.D. Referencing cannot proceed until approval of your application and payment of the fee.
  - Fee of 1 weeks rent plus VAT.
  - Minimum fee of £180 (£150.00 plus VAT).
  - Joint tenants - if more than 1 applicant an extra £60 (£50.00 plus VAT) per person
  - Also if a guarantor is required an extra £60.00 (£50 plus VAT) per guarantor
  - All fees are non refundable should you withdraw from the letting or fail referencing.
- Move in costs (in cash or by bank transfer prior to the sign up)
  - First month's rent
  - Bond (usually one month rent) but some landlords charge more. Please check.



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.
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Thank you very much for your co-operation.

FCC Paragon

# 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.

**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.**

**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**

**24**

**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.

## 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

## 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  /  /  Number of Dependants under the age of 18

N.I. Number

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

**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.**

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

Nationality

Email Address

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

Agent Number

F2555

Guarantor Name

## 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.**

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?, Your Position, Average Annual Salary, Referee Name /Department, Referee Position, Employment Temporary Permanent Fixed Term Contract, Bank Staff / Zero Hour Contract, If employed on a Fixed Term Contract, please specify duration.

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?, Referee Name /Department, Referee Position, Employment Temporary Permanent Fixed Term Contract, Bank Staff / Zero Hour Contract, Referee Company Email, If employed on a Fixed Term Contract, please specify duration.

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, Business Type, Website Address, Email Address, Are you: Sole Trader Partner Director Share Holder Private Ltd Company Public Ltd Company, Company Reg. Number, Date of Incorporation, Do you have an Accountant?, Your Income per Annum, VAT Registration Number, Company Name, Company Address, Postcode.

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), How long has your accountant been appointed for?, Which month were last accounts completed?, If your Accountant is not chartered or certified please provide your recent 6 months personal bank statements.

**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.**

**5.0 NEXT OF KIN (or Character Referee if Next of Kin is anyone in relation to this property or your spouse)**

Name  Fax or Email

Address

Postcode  Landline Phone No.  Mobile Phone No.

**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 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 may contact you to offer insurance cover. 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.

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 wish us to stop you must tick the box to opt out.

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.

If you are completing this electronically, you must complete your name below (handwritten applications must be signed) This confirms you have read the declaration and agree to us processing your personal information. By signing this application form you are agreeing to the above being processed in accordance with the Data Protection Act.

Guarantor's Signature

[Signature box]

Print Name

[Print Name box]

Date

[Date box with // separator]



# APPLICATION FORM: GUIDANCE & INFORMATION

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

<input type="checkbox"/>	<b>General</b>	
<input type="checkbox"/>	ÿ	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"/>	ÿ	Form must be legible and clear and completed in blue or black ink
<input type="checkbox"/>	ÿ	Letting Agent details completed and Warranty selected
<input type="checkbox"/>	ÿ	Sign declaration and date
<input type="checkbox"/>	ÿ	If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
<input type="checkbox"/>	ÿ	Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
<input type="checkbox"/>	ÿ	Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
<input type="checkbox"/>	<b>Section 1 - Details for Proposed Property</b>	
<input type="checkbox"/>	ÿ	Property address and postcode
<input type="checkbox"/>	ÿ	Rent per month
<input type="checkbox"/>	ÿ	Tenancy start date
<input type="checkbox"/>	ÿ	Rental period (in months)
<input type="checkbox"/>	<b>Section 2 - Applicant Details</b>	
<input type="checkbox"/>	ÿ	Title, full name and aliases
<input type="checkbox"/>	ÿ	National Insurance Number and Nationality
<input type="checkbox"/>	ÿ	Marital status
<input type="checkbox"/>	ÿ	Date of birth
<input type="checkbox"/>	ÿ	Contact telephone numbers and Email address
<input type="checkbox"/>	ÿ	Credit history
<input type="checkbox"/>	ÿ	Email address
<input type="checkbox"/>	<b>Section 3 - Address and Tenancy Details</b>	
<input type="checkbox"/>	ÿ	12 months worth of addresses including if relevant: 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 type="checkbox"/>	<b>Section 4 - Employment Details</b>	
<input type="checkbox"/>	ÿ	Employment history including if relevant: 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 type="checkbox"/>	<b>Section 5 - Next of Kin</b>	
<input type="checkbox"/>	ÿ	Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
<input type="checkbox"/>	<b>Section 6 - General Questions</b>	
<input type="checkbox"/>	ÿ	Past rental history
<input type="checkbox"/>	<b>Section 7 - Additional Details</b>	
<input type="checkbox"/>	ÿ	Other names or aliases and details (if relevant)
<input type="checkbox"/>	ÿ	Continuation of address details (if necessary)
<input type="checkbox"/>	ÿ	Any second income details (if relevant)
<input type="checkbox"/>	<b>Proof of Residency</b>	
<input type="checkbox"/>	ÿ	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 One dated within the last four weeks One dated between the last three to six months
<input type="checkbox"/>	<b>Alternative documentation</b>	
<input type="checkbox"/>	ÿ	In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income

**ADDITIONAL INFORMATION - please ensure that all boxes are completed fully**

Miss/Mrs/Ms/Mr \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Nationality: \_\_\_\_\_ email: \_\_\_\_\_

**OTHER DETAILS:** Reason for moving \_\_\_\_\_  
Who will be living at the property (full names) \_\_\_\_\_  
Number of children (residing at the property): \_\_\_\_\_ Ages \_\_\_\_\_ M/F \_\_\_\_\_ M/F \_\_\_\_\_ M/F \_\_\_\_\_ M/F  
Smoker? Yes or No (please circle) Pets? (please specify) \_\_\_\_\_

**DO YOU HAVE ANY COUNTY COURT JUDGMENTS?** YES or NO if yes please give details on separate sheet

**WILL YOU BE CLAIMING HOUSING BENEFIT** YES or NO

**NEXT OF KIN: (Cannot be a member of the family that will be residing with you)**

Full Name: Mr / Mrs/ Miss/ Ms \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode \_\_\_\_\_  
Tel No: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile \_\_\_\_\_  
\*Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Property application for: \_\_\_\_\_

Agreed rent: £ \_\_\_\_\_ Agreed bond: £ \_\_\_\_\_ Preferred move in date: \_\_\_\_\_

I the undersigned, declare that the information given to be both accurate and complete. I authorize Burnett Davies Lettings acting as agents for the landlord to make such enquiries as are necessary to determine my suitability as a prospective tenant. I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application. I agree to pay Burnett Davies Lettings a non returnable fee of £180.00 (inc VAT) for 1 applicant and an additional fee of £60.00 (inc VAT) per additional applicant or guarantor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN APPLICATION FORM TO **BURNETT DAVIES LETTINGS, 17 HIGH ST, BARRY, CF62 7EA**

**IN ORDER FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE TWO FORMS OF IDENTIFICATION, ONE OF WHICH MUST BE PHOTOGRAPHIC**