



Guarantor Application Form



the **CARRINGTON** partnership

the residential property letting specialists

■ The Carrington Partnership
240 Wellington Road South
Stockport
Cheshire
SK2 6NW

Tel: 0161-480-0099
Fax: 0161-474-0099

Check List

- Guarantor Application Fee
- Guarantor's Signed Application Form
- Proof Of Identity
- Proof Of Residency

Office Use Only:

- Verification Of Identity
- Application Fee Receipt Issued
- Land Registry Check

Please Read And Complete The Following Document:

ALL APPLICATIONS ARE SUBJECT TO CONTRACT; AN APPLICATION TO RENT ACCOMMODATION AND RECEIPT OF SATISFACTORY REFERENCES DOES NOT GUARANTEE THE TENANCY.

What does being a guarantor involve?

1. A guarantor must be a UK resident, a homeowner and in full time employment.
2. As a guarantor you will be asked to sign the tenancy agreement along with the tenant(s). This means that you will become jointly and severally liable with the tenant(s) for all the tenants obligations as laid out in the tenancy agreement. This includes payment of the full monthly rent if ANY of the named tenants in the property default.
3. When the tenancy is renewed for a further term you will remain on the contract and therefore continue as guarantor unless the tenants(s) have been re-referenced satisfactorily and it is agreed that you can be removed from the tenancy agreement and therefore released from your obligations.
4. Please read and sign the attached information, Guides To Charges and Important Notes For Tenants to ensure that you are fully aware of your obligations in the event of the tenant(s) to comply.
5. Please read the tenancy agreement carefully when it is provided to ensure that you are fully aware of your obligations in the event of failure of the tenant(s) to comply.

What happens next?

1. Complete and sign the attached forms so that we can start to process the application immediately and obtain the necessary references.
2. It will take a few days for the references to be approved. It will speed the process up if you have already contacted your referees to ask them to respond quickly when requested.
3. The tenancy agreement will be prepared and sent to you by post or delivered to you by the tenant(s). The tenancy agreement will have to be signed in our office by appointment before we are able to release the keys to the tenants at the beginning of the tenancy.



Guarantor Application Form

Property Details:

1. Rental Property Address:

.....
.....

Postcode:..... Preferred Start Date:...../...../.....

Total Monthly Rent: £..... Tenancy Term:Months

Please provide the name(s) of the applicant(s) you are acting for:

1)Name:

2)Name:

3)Name:

Guarantor Details:

2. Guarantor's Full Name:

Date Of Birth:/...../.....

Married Single Separated Divorced Widowed

Current Address: Period at address:.....

.....
.....

Postcode:..... Telephone:.....

Mobile:..... Email:.....

Smoker: YES/ NO Nationality:.....

Owner Council Tenant Private Tenant With Parents Other
(Please advise)

Reason for departure:.....

Have you had any adverse credit history? Yes NO

(If yes, please detail on a separate sheet)

To avoid unnecessary delay, please print and complete in full in a dark colour.



the CARRINGTON partnership

the residential property letting specialists

Guarantor Application Form

3. Details of debt management, County Court Judgements, voluntary arrangements etc:

.....
.....
.....
.....
.....

We require the past three years address history and dates of occupation, prior to your current address. If necessary, please attach a separate sheet.

4. Address History

1) Address:

.....
.....

Postcode:.....

Period at address:.....

2) Address:

.....
.....

Postcode:.....

Period at address:.....

3) Address:

.....
.....

Postcode:.....

Period at address:.....

To avoid unnecessary delay, please print and complete in full in a dark colour.



the CARRINGTON partnership

the residential property letting specialists

Guarantor Application Form

Current Income Details

Employed Self Employed On Contract Temporary Retired
Unemployed Student

4. Company/ Agency name:.....

Address:

.....

.....

Postcode:..... Tel:.....

Position Held:..... Fax:.....

Email:.....

Gross Salary/ Pension Per Annum: £.....

Commencement date:...../...../.....

Payroll, Service or Pension Number:.....

National Insurance Number:.....

Is this permanent? Yes No Full Time Part Time

Is your employment likely to change in the future? Yes No

If yes, please provide details.

5. Previous Employment Details:

Company Name:.....

Address:

.....

.....

Postcode:..... Tel:.....

Commencement date...../...../.....

Departure date:...../...../.....

Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary.



Guarantor Application Form

Accountant/ Auditor details required if self-employed/ retired. Please authorise your accountant/ auditor to provide a reference.

Bank/ Building Society current account only.

Personal Reference: (This must NOT be anyone related to you or mentioned on this form).

6. Practice Name:.....

Contact:.....

Address:

.....
.....

Postcode:..... Tel:.....

Fax:.....

7. Bank/ Building Society Name:.....

Address:

.....
.....

Postcode:..... Tel:.....

How long have you been with the branch?:.....

Account Name:.....

Account Number:.....

Sort Code:-.....-.....

Do you have a cheque guarantee card? YES/ NO

8. Reference Name:.....

Relationship:..... How long known:.....

Address:

.....
.....

Postcode:..... Tel:.....

Email:.....



Guarantor Application Form

Declaration

GUARANTOR'S CONSENT

I confirm that the supplied information is to the best of my knowledge and belief, true and may be verified. DATA PROTECTION ACT: Information provided by you on this form may be verified and held by ourselves or any authorised credit reference agency who may retain a record.

This information is only used for making credit decisions and occasionally for fraud prevention, or the tracing of debtors.

I also consent that information contained in this application and subsequent searches may be made available to the prospective landlord for the purposes of assessing this application.

Name:.....

Signature:..... Date:...../...../.....



the **CARRINGTON** partnership
the residential property letting specialists

Guide to Charges Including VAT unless otherwise stated

All charges are reviewed yearly by the Carrington Partnership and can therefore be subject to change

Application Fees:	
Applicant (Per Person):	£125.00
Company:	£150.00
Guarantor:	£50.00
Change of Tenant Fee: In shared households where one or more tenant(s) wishes to leave the property mid tenancy or at renewal and therefore find a replacement, the following charges will be made (subject to landlord approval and references)	Agent's Administration Fee £80.00 for Incoming Tenant
Pet Fee: Non-refundable in cases where pets are accepted in a property.	Variable depending on size of property/type of pet. Fee taken at start of tenancy – Usually £100.00
Loss of Keys/ Lock Out Fee (Out of hours): In the event that a tenant loses their keys, is locked out of the property or if master key not available, cost of locksmith will be applied.	£15 plus VAT plus cost of a Locksmith call out to change the locks and supply a duplicate key. However, weekend/ Bank Holidays will be charged at £35 plus VAT.
Missed/ Re Inspection Appointment: (Inspections will be arranged by letter. It is the tenant's responsibility to change the date if it is not convenient, and to present the property in a good order. In the event that the property manager arrives and is not allowed to access or should the property not meet the standard required to carry out the inspection then a charge will be issued and the inspection re-scheduled).	£50.00 plus VAT
Rent Arrears Reminder Letter:	£20.00 plus VAT (per letter issued)
Reference Request Letter: Reference requested from The Carrington Partnership by tenants or ex-tenants for mortgage purposes.	£20.00 plus VAT
Standing Order not cancelled at the end of the Tenancy Fee:	£20.00 plus VAT
Storage Costs: Costs will be incurred for the storage of any personal items left at the property after the tenancy ends.	Variable depending upon size of storage facility required.



the CARRINGTON partnership

the residential property letting specialists

Important Notes For Tenants

Please read these notes carefully

1. *Application Fee*

After payment of fees and the return of the application forms, the property will be taken off the market and referencing will commence. Should you decide for whatever reason not to take the property, the fees will **not** be refunded.

If the landlord decides not to let the property for any reason other than non-receipt of satisfactory references, all fees, rent and deposit paid by the tenant will be refunded.

2. *Rent:*

Managed Properties:

All rent is due on the 1st day of each calendar month. Where a tenancy commences on any date after the 18th of the month then the rent to the end of the month is payable plus the full rent for the following month. A standing order will be set up to collect rents on the 1st day of each month thereafter.

Rent x 12, divided by 365 days x the days in occupation within the month.

Let Only Properties:

One full month's rent is due on the date of occupation and a standing order will be set up for exactly one month later e.g. If a tenancy commences on the 12th of the month the rent will be paid on the 12th of the month thereafter.

Please note that full deposit monies plus the first month's rent are required in cleared funds prior to the commencement of the tenancy. PERSONAL CHEQUES ARE NOT ACCEPTED ON THE DAY THAT YOU ARE MOVING IN- however, building society cheques (only if formally issued by the society), cash or bankers drafts are permitted.

WE DO HAVE DEBIT CARD FACILITIES WITHIN THE OFFICE SHOULD YOU WISH TO PAY USING OUR "CHIP AND PIN" MACHINE. If using a Credit Card we would charge 2.6% of the total payment.

3. *Inventory:*

A copy of the inventory will be given to the tenant at the start of the tenancy. Discrepancies should be noted in writing within 72 hours and provided to The Carrington Partnership. If the inventory is not returned within this time detailing any amendments, then it will be deemed to be a true reflection of the contents and condition of the property in every detail and will be used to assess dilapidations on vacation.

4. *Deposit:*

Tenants deposits equate to one month's rent plus £100.00. The Carrington Partnership are members of The Tenancy Deposit Scheme and therefore will, in most cases, hold the deposit. The deposit is to cover the damage to the property over and above reasonable wear and tear and/or rent arrears. At the end of the tenancy, the deposit will be returned to the tenant as soon as practicably possible, less any deductions agreed. However, occasionally, a dispute may arise regarding the proposed deductions. If this cannot be agreed between parties, The Carrington Partnership are able to refer any deadlock disputes to The Tenancy Deposit Scheme (TDS). Each case is sent to their Independent Case Examiner (ICE) and subject to expert third party adjudication and the apportioning of deposit monies.



Important Notes For Tenants

Please read these notes carefully

UNDER NO CIRCUMSTANCES WILL THE DEPOSIT BE USED TO COVER RENT DURING THE PERIOD OF THE TENANCY.

Prior to the signing of a formal tenancy agreement, the deposit will be refundable only in the following circumstances:

- a) Should the landlord withdraw the property from the market.
- b) Should the landlord fail to comply with the agreed conditions of letting as specified at the end of this form.

5. Renewing your tenancy:

Approximately 5 weeks prior to the ending of your tenancy we will contact you to ask if you would like to extend the tenancy after seeking the landlord's permission. If you do, a new agreement will be drawn up for you to sign and return to us.

Should you not wish to renew your tenancy The Carrington Partnership will commence remarketing and conduct accompanied viewings by prior appointment. You must make the property available for viewings when given sufficient notice.

6. Early Termination:

Once signed and executed you are legally bound by the terms and conditions of your agreement. Therefore, your landlord is under no legal obligation to release you from your tenancy early and may hold you liable until the end of the fixed term. However, in exceptional circumstances a landlord may agree to release a tenant from their obligations provided a suitable tenant has been found as a replacement and provided the existing tenant pays the rent up to the day before the new tenant moves in. In this case the existing tenant may be expected to cover the cost of any charges incurred by the landlord and The Carrington Partnership.

7. Cancellation of Terminated Tenancy:

If we have agreed arrangements with you to terminate your tenancy and then you subsequently decide to renew the tenancy and remain in the property, you will be responsible for abortive charges including all advertising costs and the refund of application fees (if applicable) in respect of the new tenancy.

8. Insurance:

The landlord will retain buildings and personal contents insurance on the property. However, this will not cover your own personal belongings and furniture. You must therefore insure your own possessions and it is strongly advised that this insurance includes accidental damage cover to landlord's possessions. It is advised that you take advantage of our fantastic insurance rates the details of which are located towards the back of this document.

9. Utilities & Services:

You are responsible for the payment of gas, electricity, council tax, water rates and television license, telephone and any other subscription services such as Sky and NTL. You must notify the Utility companies of your house move and the respective meter readings. A Sky dish must not be erected without the permission of the landlord. We also provide excellent Utility rates through The Utility Warehouse, which offers the UK's cheapest standard Gas and Electricity and many more great deals. For more details, to register and take advantage of such great rates, visit www.utilitywarehouse.org.uk/carringtonprtns



the CARRINGTON partnership

the residential property letting specialists

Important Notes For Tenants & Declaration

Please read these notes carefully and sign where necessary.

10. Property Information:

Every effort has been made to ensure that you are given correct information relating to the property for which you are applying for a tenancy. You must ask if there is any aspect of the property about which you are unsure. The current inventory will be made available to you on request if you wish to confirm the items, which will remain in the property.

11. Guarantor:

In the case where a guarantor is required for a tenancy, the guarantor must be aware that they will need to sign the tenancy agreement prior to the keys being handed over and they will be jointly and severally liable for tenancy. This will include the payment of rent and any other terms set out in the agreement in the event that the named tenant does not meet the tenancy obligations.

PROPERTY ADDRESS:

.....
.....
.....

Postcode:.....

SPECIAL CONDITIONS OF THE LET (IF APPLICABLE):

Declaration:

I confirm that I have read, understood and accepted the attached information in full, including the Guide to Charges.

Name:.....

Signature:.....

Date:...../...../.....

