

# TIME TO MOVE

## Time To Move Lettings

This document should be read with care. If you do not understand the commitment you are considering entering into, seek legal advice before signing.  
This document must be completed in your own handwriting.

### ***Guarantors Application***

Applicants are reminded that in addition to the reference information requested herein they **must** also provide proof of identification.

We may charge a guarantor's 'Application Fee'. This fee is to cover the costs of processing this application.

**All guarantors are advised that, if acceptable, you, the 'guarantor', will be responsible for paying any deficit in the tenants rent should the tenant fail to meet their rental obligations as defined in the tenancy agreement. You will also be responsible for the costs of any damage done to the property whilst tenanted and any other matter where the tenant is in breach of their agreement and a financial penalty is incurred.**

*Housing Benefit Tenant:* If applying to stand as a guarantor for a tenant who believes themselves to be entitled to Housing Benefit, you are advised that the submission of a Housing Benefit claim is **not** proof that the tenant will receive help paying their rent. Should their claim be successful and Housing Benefits agree to pay the claim, it is possible that the allowance awarded will not cover the agreed rent and the tenant will be liable for any shortfall. Should they fail to pay the shortfall, you, the guarantor, will become responsible. At anytime during the claim, Housing Benefits can stop payment. They can, should sufficient grounds exist, request that all applicable funds paid-to-date be refunded. Where the tenant is unable to meet this request you, as guarantor, will once again become liable.

#### ***Property.***

Prospective tenant's name:

Property they wish to apply for:

**About You.**

Title:	Other (please specify)								
Forename:	Surname:								
Current Address:									
Postcode:									
Years at address:									
(If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).									
Home Tel:	Work Tel:								
Mobile:	Fax:								
DOB:	<input type="text"/>	<input type="text"/>	<input type="text"/>	NI No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Code:									

**Current Occupancy Status:**

Owner	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>
Living with relatives	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>

**Current Marital Status:**

Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
Single	<input type="checkbox"/>		

**Current Employment:**

Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>
On Contract	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
Retired	<input type="checkbox"/>	Independent Means	<input type="checkbox"/>
Student	<input type="checkbox"/>		

**If Employed:** Is your current post a permanent one?  
Is your employment to change in the near future?

**Please give details of any adverse credit history:**


**Previous Addresses.**

	1	2	3
Address:			
Postcode:			
Years:			

**Bank.**

*If you are self-employed please note that we will also require the name and address of your accountant.*

Bank Name:	Account No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address:	Account Name:										
Sort Code:									<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode:	Telephone No:										

**Guarantor's Agreement**

This agreement sets out the basis of your undertaking. Please read this very carefully before signing. Should your application be successful and the tenancy proceed, we may provide you with another copy of this agreement for your records. If you have any questions about your commitment, you should ask a member of staff before signing this agreement and submitting this application.

To \_\_\_\_\_ (landlord's name)  
(Hereinafter called the "Landlord", which expression includes the landlord's successors in title and/or by assignment)

I/We \_\_\_\_\_ (guarantor's name)  
(Hereinafter called the "Guarantor")

Of: \_\_\_\_\_ (guarantor's address)

Request you to enter into the proposed agreement ("The Agreement") which is expressed to be between yourselves on the one part and **[tenant's name]**, hereinafter called "the Tenant", of the other part relating to the letting of **[prospective address]** at a rent of £ **[agreed rent]** per calendar month and, in consideration of your so doing, I/We hereby (jointly and severally) undertake and agree with you as follows:

- That the Tenant shall promptly pay the agreed rent each month in the manner aforesaid and shall perform and observe all the agreements on the part of the Tenant contained herein
- That I/we shall encourage the tenant to closely observe and perform all of his/her obligations as described in the tenancy agreement, as aforesaid. This duty will in no way release or exonerate or in any way affect the liability of the Guarantor(s) under this indemnity
- That, in the case of the tenant defaulting in the payment of such rent, or in his/her failure to perform or observe the terms of the tenancy agreement, as aforesaid, I/we shall pay on demand and make good to the Landlord all losses, damages, costs and expenses thereby arising or incurred providing that the landlord has not neglected to, or refrained from, endeavouring to obtain payment of the rent reserved by the agreement, when the same becomes payable.
- That the provisions of this indemnity shall apply to any increased rent and/or to any continuation, extension, renewal or re-grant of the tenancy created by the agreement whether by operation of the law or by agreement between the landlord and the Tenant or otherwise, as if this indemnity were incorporated, in full, in such contained extended, renewed or re-granted tenancy (as the case may be). And, for the avoidance of doubt, the Guarantor hereby agrees with the Landlord that the Tenant shall pay the rent reserved by such continued, extended, renewed or re-granted tenancy (as the case may be) and shall perform and observe all the agreements on the part of the Tenant therein contained.
- Where the tenancy to be undertaken forms part of a 'multiple-let', the Guarantor hereby undertakes to be responsible for all parties to the agreement, to the same extent as detailed above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

(Signature of Guarantor)

**Witness:**

Signed: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

<b>References:</b>	Please give as many references as possible		
	Current Landlord	Personal Reference	Next Of Kin
Address:			
Postcode:			
Tel No:			
Fax No:			
	Current Employer	Previous Employer (1)	
Name:		Position:	Name
Address:			Address
		Gross Salary	
Postcode:		Start Date:	Postcode
Tel No:			Dates
Fax No:			
	Previous Employer (2)	Previous Employer (3)	Previous Employer (4)
Name:			
Address:			
Postcode:			
Tel No:			
Fax No:			
Dates:			

**Declaration.** All applicants are advised to read the following very carefully before signing.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency, to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that (Agent Name), or their agent, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may effect any future application for credit that I/we make. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer.

Signature: \_\_\_\_\_

Date: 

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