

TENANCY APPLICATION FORM (Guarantor)



ONE FORM TO BE COMPLETED EACH GUARANTOR

Property Address			
Applicant			
Name			
Address			
DOB			
Telephone			
Email address			
Employed / Self Employed / Retired / Student			
Company and position held			
Annual salary (only guaranteed income will be considered)	Basic guaranteed £	Guaranteed overtime £	
	Guaranteed overtime £	Other guaranteed income £	
Duration of employment			
If in receipt of Pension (pa)		£	
Pension provider			
Other income and details		£	
Proposed rent (pcm)			
Term (6 / 12 / 24 / 36 months)			
Earliest occupation date			
Signed:			
Date:			
Additional Information			
Individual Voluntary Arrangement	Yes		<u>Details</u>
	No		
County Court Judgement	Yes		<u>Details</u>
	No		
Bankruptcy	Yes		<u>Details</u>
	No		
Any other adverse credit history	Yes		<u>Details</u>
	No		
Guarantor to other tenants already	Yes		<u>Details</u> How many? Rental value?
	No		
In receipt of housing benefit / universal credit etc. IF YES, PLEASE PROVIDE A SHORT SUMMARY	Yes		
	No		
Any other information:			

Continued overleaf

Tenant Application Charges (VAT not applicable)

Holding Deposit (equivalent to one week's rent) £

Other charges due prior to move in

Deposit (equivalent to five week's rent) £

Balance of rent (rent, less the Holding Deposit) £

Useful Information

Applicant guarantor's income must equate to 36 x the monthly rent as a minimum

Deposit equivalent to five weeks rent

Unsatisfied adverse credit / CCJs will not be considered

The Tenancy must commence within 15 days of receipt of the Holding Deposit (unless a written extension has been agreed by all parties)

All applicants and applicant guarantors must pass the referencing in order for the overall application to be successful

1 application form (per applicant and applicant guarantor over 18 years of age) must be completed

Self-employed applicants - fully audited accounts / HMRC statements will be considered as proof of income

The property you are applying to rent is managed by Howland Jones on behalf of the landlord

If your application is successful, some permitted fees may apply during your tenancy. To review these charges go to <https://www.howlandjones.com/pages/tenants>

PLEASE NOTE: IF YOUR REFERENCING PROVIDES INFORMATION WHICH DIFFERS FROM THAT STATED IN THIS APPLICATION, YOUR APPLICATION WILL BE CANCELLED AND YOU WILL LOSE YOUR HOLDING DEPOSIT

Applicant Guarantor

Signed:

Date:

Please return completed form to:

annette@howlandjones.com

☐

helenc@howlandjones.com

☐

carla@howlandjones.com

☐

rebecca@howlandjones.com

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