

Guarantor Application Pack

Dear Guarantor,

As you may be aware,would like to rent one of our properties at

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As they are a full time student, we will require them to have a guarantor and we have been informed that you are willing to act as such.

If you are happy to act as Guarantor, I would appreciate it if you could complete the enclosed forms and return them to us at the address or email address provided by no later than/...../.....

To be able to stand as guarantor, we ask that you are based in the UK, working in the UK and earning in excess of £15,000 per annum.

We also require two proofs of identity for you, one photographic confirming name and/or address and the other proof of address confirming name and address. Please note that if you are sending original copies, these are non-returnable unless a stamped addressed envelope is provided. We will accept **colour** scans or **colour** photocopies of originals. These may be council tax statements, driving licences, utility/phone bills, passports etc.

We also require you to sign the authorisation letter allowing us to contact your employer, where we will purely be asking for proof of employment including the commencement of your employment, your salary range and any foreseeable redundancies/termination in your contract.

If you should have any queries, please do not hesitate to contact me on 01752 223354 or email me at lauren.wilkins@unitylets.co.uk.

Your prompt co-operation in this matter would be greatly appreciated.

Kind Regards
Lauren Wilkins
Assistant Manager
Unity Lets

NB. The tenancy is subject to contract.

GUARANTOR REFERENCE FORM

GUARANTOR DETAILS

TITLE : MR / MRS / MISS / MS

FIRST NAME : _____ SURNAME : _____

DATE OF BIRTH : _____ N.I. NUMBER : _____

CURRENT ADDRESS : _____

TELEPHONE NUMBER : _____ MOBILE NUMBER : _____

E-MAIL : _____

RELATIONSHIP TO TENANT : _____ TENANTS NAME : _____

GUARANTOR EMPLOYMENT DETAILS

PLACE OF WORK : _____

TYPE OF CONTRACT : _____

LENGTH OF EMPLOYMENT : _____

SALARY RANGE : _____

JOB TITLE : _____

CONTACT NAME (for reference): _____

CONTACT NUMBER : _____ E-MAIL : _____

IF SELF EMPLOYED - DETAILS OF ACCOUNTANT, NAME : _____

ADDRESS : _____ EMAIL: _____

SIGNED (guarantor) : _____ DATE : _____

SIGNED (on behalf of agency) : _____ DATE : _____

- We will be holding your details on file and will pass them to utility companies, local authorities, law enforcement and the landlord as required
- By signing this form you are agreeing to receiving documentation, notices and other correspondence by e-mail
- Due to the nature of information supplied, we will not give an explanation if we cannot recommend a tenancy
- You are signing that the information on this form is truthful and correct and agree to it being verified by whatever means necessary
- We may be carrying out a credit check. Please tick this box to confirm you are happy for us to do so

AUTHORISATION LETTER

COMPANY:

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DATED:.....

TO:.....,

I would like to confirm that I give my permission for you to release details of my employment and salary to **Unity Lets, 96 North Hill, Plymouth, Devon, PL4 8EX.**

This information needs to be disclosed to this agent for approval of me as a guarantor for a rental property.

Your urgency on this occasion would be gratefully appreciated as delays will affect the tenancy.

Kind regards,

GUARANTOR SIGNED.....

NAME.....

ADDRESS:

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