



APPLICATION TO BE A GUARANTOR

This package gives you ALL the information you need to apply for a property. Please read it carefully BEFORE you start

Affordability – to be a guarantor for this property you need a minimum yearly income of **£36 X the £PCM rent**

Credit history – to be a guarantor you will need to have a clear credit history. If you are unsure about this we strongly advise that you check your record through Credit Karma (no charge).

Please email your guarantor application and paperwork only when FULLY COMPLETED to

apply@pcealettings.co.uk

We cannot accept documents that are part of the email text.

Documents must be sent as attachments to the email. Part completed applications or applications where documents are not sent as attachments will be rejected.

You will receive an auto-acknowledgment of your email and WE will contact YOU within 2 working days to discuss your guarantor application. Please do not call us to progress chase.

Thank you

Applications Team



Applying to be a GUARANTOR? – How does it work? - What are the stages?

STAGE 1

- The person you are guarantor for must have viewed the property to make an Application. All adults who will be living at the property (and you as guarantor) need to complete an Application
- Email your completed Guarantor Declaration form and ALL supporting documents & attachments to apply@pcealettings.co.uk. You will receive and auto acknowledgment by email

STAGE 2

- Our Applications team will contact you within 2 working days to discuss your Application

STAGE 3

- A time-sensitive link is emailed to you by HomeLet (referencing company).
- You then complete your Application online. **You must do this within 24 hours of receiving the link**

STAGE 4

- We tell the Landlord about the Application
- The Landlord decides if they wish the Application to progress to Reference stage

STAGE 5

- If Landlord says 'YES', we call the person you are acting as Guarantor for to take their Holding Deposit. The amount they need to pay is based on one week's rent. The holding deposit secures the property for them subject to acceptable References (including you as Guarantor) and is **non-refundable**
- Once all references are obtained, and we share the results with the Landlord

STAGE 6

- We contact you and the person you are acting guarantor for to let you know if you have passed referencing. If references are acceptable, we can then confirm the Tenancy start date (subject to safety certificates being in place) and book the Sign-up & Key Collection Appointment (**you need to attend this appointment**).

STAGE 7

- The Sign-up & Key Collection Appointment is at the Lettings Hub in Four Oaks, B74 4AA. Appointments are available **Monday to Friday between 9.30am and 4pm**. All appointments are subject to diary availability

IMPORTANT

The Holding Deposit we take can be used towards the 'move-in monies' (first month's rent plus the security deposit). Lettings Agents are required to do everything they can to create the Tenancy within 15 days of taking the Holding Deposit. We will advise you if any circumstances should arise preventing us from meeting this deadline and will agree with you and the person you are acting as guarantor for how you wish to proceed.



Guarantor Application Checklist

This checklist will help you to ensure that there is no delay in processing your application.

Please tick to confirm documents supplied, *as applicable*, relevant to your application.

- **Passport OR qualifying national identity card, residence or immigration document**, this is to comply with the 'Right to Rent' checks. **If you do not hold any of these documents please contact us immediately.**
- **One confirmation of current address** (driving licence showing current address, utility bill or digital TV/broadband bill dated within last 3 months [not a mobile phone bill], bank or credit card statements dated within the last 3 months, council tax bill, current tenancy agreement signed and dated within the last 6 months, homeowner's current mortgage statement or current home insurance policy schedule)
- **Your most recent payslip** (if applicable). If you are paid weekly, one month's payslips will be needed
- **Child / Working Tax Credits** document from HMRC (if applicable)
- **Self-employed** - you need to have been self-employed for **at least a year**. If you have an accountant, their details will be required. If you do not have an accountant, we will need a copy of your most recent self-assessment document (SA302/SA100).
- **Child Maintenance** - the Court Order OR if decided amicably between the parties, proof from bank statements of 6 months regular payments (if applicable)
- **Disability Living Allowance or Personal Independence Payment** document from the Benefits Agency (if applicable)
- **Pensioners and the retired** - annual pension statement AND monthly pension slip or most recent P60 and Pension Tax Credit document from HMRC where applicable. Additionally, documentary evidence of long-term savings may be required.

Please ensure that you have read and understood our Tenant's Guide before applying to act as guarantor someone.

This can be found at <https://paulcarrestateagents.co.uk/pdfs/tenant-guide.pdf>

Scheme No. 1512792

Telephone: 0121 308 7676

Property Address:

ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ('GDPR').

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: homelet.co.uk

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

YES I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Full name

Date

Additional Information - To be completed by the Guarantor

Telephone Number

Email Address:.....

Annual Income: £.....

Relationship to Applicant:.....