

Reference application for new tenancy

Guarantor name Surname

Contact number

Email address

Address property applied for

 Postcode

Tenancy Term: 6 months 12 months 18 months 24 months

Monthly rent £ Share of rent £

In the event that you (the guarantor) proceed to reference stage with this property, HomeLet will assess the information you provide.

As part of our commitment to process your application accurately and efficiently, we use an online application process that removes the need for complicated paper forms.

But, we do need your signature to process your reference.

In most cases referees like employers request a signed copy of this declaration before they release information e.g. length of employment and confirmation of salary.

DECLARATION AND CONSENT To be completed by the GUARANTOR

Please read the declaration and sign and date below.

By completing this form, you have agreed to act as a Guarantor for the tenant named within this form. The tenant's reference is being completed by HomeLet on behalf of their Letting Agent. HomeLet is part of the Barbon Insurance Group Limited. Barbon shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). Please read and complete the following declaration statement really carefully, making sure that you tick to say you understand how we're going to use your information. You should also sign and date the form in the space provided because we can't complete this application without this, and that could delay the tenant's application for a rented property.

- * I understand that the information contained in this application will be retained, stored and used by HomeLet in accordance with the Data Protection Act. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that HomeLet can verify this through a number of different sources. These sources may include consulting the databases of credit reference agencies and the electoral roll, the Industry Sortcode Directory (ISCD) as well as other sources of information in relation to the details I've provided.
- In connection with this application I also understand and consent that:
- HomeLet may contact me using the contact details provided in this application form, for the purpose of completing this reference;
 - HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
 - If the tenant, for whom I am proposing to act as Guarantor, defaults in respect of their tenancy covenants in the future HomeLet may review the results of the verifications and searches set out above;
 - If I default in respect of any of covenants I have given as Guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent) my default may be recorded on HomeLet's central database for defaulting debtors and that such default may affect any future application I may make for tenancies, credit and/or insurance;
 - HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet;
 - I understand by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and the results of this search may show how I conduct my payments with other organisations. I also understand how I conduct any payments as part of my agreement to act as Guarantor, may be disclosed to the Agency and may affect future credit applications. From time to time this information may also be used for debt tracing and fraud prevention. I understand I may request the name and address of the Credit Reference Agency HomeLet use, and I may apply for a copy of the information they provided to HomeLet.

In order to assess your potential suitability as a guarantor we will send limited personal information about you to your nominated referees by email. The information we send will be sufficient for your referee to identify you but will not be excessive, however you should be aware information sent via the internet, by its very nature, cannot be guaranteed to be secure

- * I hereby authorise HomeLet to supply my referee/s (including those outside of the EEA) with my personal data to assist them in providing details of my earnings/ dates of employment/previous tenancy term (if appropriate) to HomeLet for the purposes described above for the completion of my application for a rented property

Please note: if you wish to find out more about any of the information sources we access to complete your application, this can be found at www.homelet.co.uk/ref-info

Signed _____

Print name in full _____

Date ____ / ____ / ____

* Please note: if you do not tick these boxes, we will be unable to complete this application