



GUARANTOR APPLICATION

ELLEN KAY LETTINGS & MANAGEMENT SERVICES LTD

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Address: 105 Dale Street, Milnrow, Lancashire, OL16 3NW

Title: Miss/Mrs/Ms/Mr/Dr

First Name:..... Middle Name:..... Last Name:.....

Any Previous Name:.....

Date of Birth:.....

National Insurance Number:.....

Telephone Numbers:

Work:.....

Home:.....

Mobile:.....

Email address:.....

Address:.....

Postcode:.....

Time at current address:.....



Previous address (if lived at current address less than 3 years):

Address:.....

Postcode:.....

**Identification:**

Passport or Driving license number:.....

Home owner  Council Tenant  Private Tenant

Lodger  Living with relatives or friends

**Status:**

Single  Married  Divorced  Widowed

Living with partner

Is there any adverse data listed in your name? (such as CCJ's or Bankruptcy orders etc):

.....

Any criminal convictions?:.....

**Employment**

Present occupation:.....

Current employer:.....Tel no: .....

Contact at Current Employers:.....

Email address:.....

Date started with current employer:.....



Employment Contract:.....

Permanent  Temporary

Full Time  Part Time

Current Salary per month after tax: £.....

Previous employer (if been with current employer for less than 3 years):

occupation:.....

employer:.....Tel no: .....

Date started and ended with employer:.....

Employment Contract:.....

Permanent  Temporary

Full Time  Part Time

Bank/ Building Society Name:.....

Name on account:.....

Account Number:.....

Sort Code:.....

Character Reference (cannot be a family member):

Full Name:.....

Address:.....

Telephone:.....

Email address:.....



I propose to act as guarantor for (tenants name): .....

In respect of the forthcoming lease commitments at (property address).....  
.....

The Rental amount is £..... payable monthly in advance by standing order.

Please provide the following information to support your application:

Last 3 months Bank Statements

\*If self-employed:

Last 3 Months Payslips

Last 3 years accounts

Driving License

Accountants details

Passport

Any Benefit Correspondence

I believe the information provided here to be true and authorise the Landlord or Agent to:

- Carry out credit searches and reference checks and to contact employers, banks referees and credit reference agencies.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions for fraud prevention and tracing/debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my guarantors' obligations this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.



Completing this form does not commit the prospective guarantor to that role, or the tenant or landlord to a tenancy or the assignment of a tenancy. A joint or single tenancy will not be created until all applicants have been qualified and have signed the agreement.

I can confirm that I have read the above, that I am fully aware of the lease commitments regarding this prospective tenancy and I have raised any concerns with the Landlord or Landlords Agent.

Name of Guarantor (Print name in CAPITALS).....

Signature of Guarantor:.....

Date:.....

#### PRIVACY NOTICE- HOW WE USE PERSONAL INFORMATION

##### PRIVACY PROMISE

- 1. We promise to keep your information safe.**
- 2. We promise not to sell it**
- 3. We give you ways to manage and review your marketing choices at any time**
- 4. We keep a record of when and how we get consents and what you were told at the time.**

##### HOW THE LAW PROTECTS YOU

The law says we must have one or more of these reasons to collect your data:

- 1. To fulfil a contract with you**
- 2. When it is our legal duty**
- 3. When it is in our legitimate interest ( which we must define)**
- 4. When you consent.**

Transparency means you have the right to be informed about how we will use your data.



## **GROUPS OF PERSONAL INFORMATION**

FINANCIAL –Your financial position, status and history

CONTACT – Where you live and how to contact you

SOCIO-DEMOGRAPHIC – Details about your work, nationality, education (especially students)

TRANSACTIONAL –Details of payments you make to us

CONTRACTUAL – Details about the products or services we provide to you

COMMUNICATIONS- What we learn about you from letters, emails and conversations between us.

OPEN DATA AND PUBLIC RECORDS – E.g Electoral Information, Internet, Newspapers

DOCUMENTARY DATA – E.g copies of ID.

CONSENTS – How you agree we can contact you

NATIONAL IDENTIFIERS – E.g. National Insurance Number

We collect Data from Third Parties such as social networks, fraud prevention agencies, public information services.

WE MAY SHARE THIS INFORMATION WITH:

**1.HMRC , Regulators and other authorities**

**2.Credit Reference Agencies**

**3.Fraud Prevention Agencies**

**4.Any party linked to you ( e.g. Joint Tenant)**

**5.Workmen needing to enter your house**

**6.Companies you ask us to share data with ( e.g. Rent4Sure)**

**7.If you use direct debits we will share your data with the Direct Debit scheme.**



**8.Future landlords and letting agents who contact us for a reference at the end of your tenancy**

**9.If we sell our business we will only do this if they agree to keep your information safe.**

#### CREDIT REFERENCE AGENCIES

We will share information with CRA's and they will give us information about you. The data we exchange can include:

**1.Name , address date of birth**

**2.Application form details**

**3.Financial situation and history**

**4.Public Information**

**We will use this information to:**

**1.Assess if you can afford the property**

**2.Make sure what you have told us is the truth**

**3.Help detect and prevent fraud**

**4.Track and recover debts**

On a joint tenancy, CRA's may link your data to other joint tenants. You can ask CRA's to break the link but you normally have to prove you no longer have a financial link with them.

**IF YOU DO NOT PROVIDE DATA WE MAY NOT BE ABLE TO OFFER YOU A TENANCY.**

#### HOW LONG WE KEEP INFORMATION:

1.We will keep it as long as you are a client

2.After you stop being a client we may keep data for up to 10 years for one or more of the following reasons :-

- To respond to questions or complaints



- To show why we have treated you fairly
- For historical research and statistical purposes.
- In the case of legal action of any kind

You can access personal information by writing to us at Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)  
You can also ask us to correct any information you believe to be incorrect. We do not have to provide information where the request is disproportionate or has already been given previously .

#### WHAT IF YOU ASK US TO STOP USING YOUR PERSONAL INFORMATION?

This is also known as “The right to be forgotten”. There may be legal or other reasons why we need to keep or use your data. In such cases we can restrict the use of your data to legal claims or to exercise legal rights.

YOU CAN WITHDRAW CONSENT BY WRITING TO US AT Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)

YOU CAN COMPLAIN TO US IF YOU ARE UNHAPPY WITH HOW WE HAVE USED YOUR PERSONAL INFORMATION AT Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail to: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)

YOU CAN ALSO COMPLAIN TO THE INFORMATION COMMISSIONERS OFFICE AT [WWW.ICO.ORG.UK](http://WWW.ICO.ORG.UK) FIND OUT ON THEIR WEBSITE HOW TO REPORT A CONCERN.

#### ADDITIONALLY

VITAL INTERESTS – We can pass on details in an emergency e.g. medical care if you are physically or legally incapable of giving consent.





**FEEES**

We supply a copy of information free of charge. We can charge a reasonable fee when a request is manifestly unfounded, or excessive, particularly if it is repetitive. We may charge a fee where we have already supplied the information.

We must supply information without delay and in any event within one month. This can be extended by up to 2 months if during that month the request is considered complex and/or numerous, and if we do we have to explain why.

We must verify the identity of the person making the request using “reasonable means”

**DATA PROTECTION IMPACT ASSESSMENT**

This will allow an organisation to identify and fix problems at an early stage.

Further guidance see ICO Conducting privacy impact assessments code of Practice.

Name(s):.....

Signature(s):.....

Date:.....

Address of Rental Property:.....