

A photograph of a property sign for Morecambe Bay Property Ltd. The sign is rectangular with a pink top half and a dark grey bottom half. It is mounted on a wooden post. The background is a blurred green lawn and trees.

MORECAMBE
BAY PROPERTY LTD

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morecambabayproperty.co.uk

GUARANTOR APPLICATION

“Morecambe Bay Property are a very honest and reliable family run business. After a lot of shopping around for the best team to manage our property, we found that MBP didn’t pull the wool over our eyes in any way, We are very happy with rate of commission agreed and look forward to a smooth turnover.”

B. Sutcliffe

GUARANTORS INFORMATION

THE FOLLOWING INFORMATION IS REQUIRED

1. Two forms of identification – One has to be photographic identification i.e. Driving Licence, Passport
2. Contact details for current and previous two addresses
3. National Insurance Number
4. Three months Bank Statements
5. Three months' payslips or proof of Benefits Award
6. Utility Bill from present address

We reserve the right to decline the application if the above information is not supplied

Guarantor Criteria

Acceptable guarantor must have an income to rent ratio of x3 the rent and must sign the tenancy agreement along with all tenants living at the property.

Guarantor application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

SECTION -1 TO BE COMPLETED BY LETTING AGENT OR LANDLORD

Letting Agency or Landlord name: Date:

Property Address (Property to be let):

Postcode:

Management status: (Check applicable) Fully managed ☐ Let only ☐ Independent landlord ☐

Monthly rent: Proposed tenancy start date: Tenancy term (no of months):

SECTION -2 PERSONAL DETAILS

Title: First Name Middle Name

Surname Marital status: Single ☐ Married ☐ Not Married ☐ Widowed ☐

Date of birth: Nationality: Email:

NI No. Phone: Mobile:

Previous or alias names: Date from: Date to:

Previous or alias names: Date from: Date to:

Current Address (Three years history must be provided)

Postcode:

Date from:

Current residential status (Check applicable) Homeowner ☐ Tenant ☐ Living with family ☐ Living with friends ☐

Previous Address

Postcode:

Date from: Date to:

Guarantor application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Previous Address 2

Postcode:

Date from:

Date to:

Previous Address 2

Postcode:

Date from:

Date to:

Previous Address 3

Postcode:

Date from:

Date to:

SECTION -3 ADDITIONAL DETAILS

Employment status: (Check applicable)

Employed ☐

Unemployed ☐

Self-Employed ☐

Student ☐

Retired ☐

Semi retired ☐

Independent Means ☐

If your income is from your own Independent Means give details in section 9.

If you are retired or semi retired do you have a pension? Yes ☐

(If yes give details in section 10)

No ☐

If you are retired or semi retired do you have a pension?

Yes ☐

No ☐

Occupation:

Do you have any additional income sources, receive benefits, credits or allowances?
(If yes please give details in section 9)

Yes ☐

No ☐

Is your job going to change in the near future? Yes ☐

No ☐

Guarantor application form

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SECTION -4 EMPLOYMENT DETAILS

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

Employment Details 2 (If you have a second job)

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

Guarantor application form

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Future Employment (If your job is due to change in near future)

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

SECTION -5 SELF-EMPLOYMENT (If you have self-employment)

Self employment type: (Check applicable) Self-employed ☐ Self-Cert ☐ Sole Trader ☐

Self-employed partner of a business ☐ Director of a limited company ☐

Trading or company name:

Gross annual income: Date self-employment started:

Are accounts audited by an accountant? Yes ☐ No ☐ (If no supporting evidence of self-assessment will be requested)

Trading address line (If different from home address):

Postcode:

SECTION -6 ACCOUNTANT DETAILS (If self-employed with an audited accountant)

Accountant name:

Address:

Postcode:

Contact name: Phone:

Email: FAX number:

Guarantor application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

SECTION -7 CREDIT HISTORY (IMPORTANT- FAILURE TO DECLARE ANY SATISFIED OR UNSATISFIED ADVERSE CREDIT HISTORY MAY HAVE A NEGATIVE EFFECT ON YOUR REFERENCE RESULTS)

Have you ever been made Bankrupt? Yes ☐ No ☐ Do you have any active or satisfied IVA's? Yes ☐ No ☐

Do you have any active or satisfied CCJ's? No ☐ Yes ☐ (If yes please give details and check below)

Amount: Satisfied ☐ ☐

Amount: Satisfied ☐ ☐

SECTION -8 OTHER MEANS/ADDITIONAL INCOME (Give details of any additional sources of income, benefits, maintenance, tax credits, independent means etc. Evidence will be requested by the letting agent or landlord)

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

SECTION -9 PENSION DETAILS (Evidence will be requested of pensions income by the letting agent or landlord)

Pension provider:

Pension type (Check applicable) State pension ☐ Personal pension ☐ Occupational pension ☐ Workplace pension ☐

Address:

Postcode:

Contact name: Phone:

Email: FAX number:

Annual income Pension number:

Guarantor application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Pension provider 2 (If you have more than one pension)

Pension provider:

Pension type (Check applicable)

State pension

☐

Personal pension

☐

Occupational pension

☐

Workplace pension

☐

Address:

Postcode:

Contact name:

Phone:

Email:

FAX number:

Annual income

Pension number:

SECTION -10 CONSENT DECLARATION

I confirm that the information supplied in this application is true and complete to the best of my knowledge and give consent to LetHQ Limited to check this information by whatever mean they see necessary. I consent to LetHQ Limited searching information held by a credit reference agency and I understand that this will be recorded and a search footprint will be retained on my credit file and information relevant to this risk assessment will be passed to the landlord or agent of the property I have applied for. I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of any information held.

TO MY CURRENT EMPLOYER OR ACCOUNTANT

I hereby authorise you to respond to LetHQ Limited and provide them with any reference information they require which will include details of my employment or self-employment, start dates, gross salary or income and details of any additional bonus or commissions I may receive.

TO MY CURRENT LANDLORD OR LETTING AGENT

I hereby authorise you to respond to any reference enquire received from LetHQ Limited and provide them with any details of how I conducted my tenancy which will include details of history of payments and the condition of property.

PLEASE ENSURE YOU HAVE PROVIDED THE LETTING AGENT OR LANDLORD WITH: -

1, PROOF OF YOUR RIGHT TO RENT IN THE UK 2, YOUR LAST THREE MONTHS PAY SLIPS OR BANK STATEMENTS 3, ANY SUPPORTING DOCUMENTATION OF ANY OTHER MEANS, ADDITIONAL INCOME SOURCES OR PENSIONS THAT MAY BE REQUIRED AS EVIDENCE OF INCOME.

If you have provided any referees as a part of your application please inform them we will be contacting them for referencing and to respond to us as soon as possible to ensure your reference results are dealt with promptly.

Signature:

Print name

Date