



Keable Homes Ltd

Sales & Lettings

**SUITE 1, WATLING CHAMBERS
214 WATLING STREET**

CANNOCK

WS11 0BD

TEL: 01543 468847

www.keablehomes.co.uk

GUARANTOR APPLICATION

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they must also provide proof of identification and proof of residence

Application in relation to property:

General Data Protection Regulations

Privacy Notice

Data Controller

**Keable Homes Lettings Ltd, Suite 1, Watling Chambers, 214 Watling Street, Cannock, Staffs, WS11 0BD
Tel – 01543 468847**

ICO Registration Number: [Z7688162](#)

Your Personal Data

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the landlord, contractors to conduct repairs, cloud based property management software systems (password protected), deposit protection schemes and utility companies to ensure the efficient management of the property and tenancy. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application without your explicit consent.

Right to Deletion

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt

Subject Data Access Request

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

Complaint

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

Sign.....

Sign.....

Date.....

1. Prospective Tenants – please read carefully

1.0 The Disclosure of Tenant’s details to One Utility Bill Limited (“One Utility Bill or OUB”) and the incumbent Energy Supplier to the property and the relevant Council District for the property.

1.1 At the start of the lease, gas and electricity will be provided, or will be in the process of being provided by an Energy Supplier, the details of this supplier will be communicated to the tenants by One Utility Bills customer service team. The tenants are not in a contract with their incumbent energy supplier and are free to choose any Energy Supplier option available to them.

1.2 The Tenant agrees that the letting agent may pass the Tenant’s name and contact details to One Utility Bill for the purposes of:

a. registering the gas and electricity meters at the property in the Tenant’s name with the incumbent Energy Supplier providing gas and electricity to the Tenant and administering the Tenant’s account with the incumbent Energy Supplier if applicable;

b. registering the Tenant with the incumbent water supplier to the property.

c. informing the relevant district Council of the new tenancy commencing.
The incumbent water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

The relevant district Council may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

Sign.....

Sign.....

Date.....

GUARANTOR APPLICATION

AGENT NAME: Keable Homes Lettings **AGENT CODE:** 600255

SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT

Rental property address

Address line 1:

Address line 2:

Address line 3:

Postcode:

Tenancy details

Tenancy term:

Reference Enquiry Number:

Name of Tenant:

Is the Property Let Only Fully Managed

SECTION 2 – GUARANTOR PERSONAL DETAILS

Personal details

Title:

Forename(s):

Middle Name(s):

Surname:

Date of Birth:

Monthly Rental to be guaranteed: £

Contact Number:

Email:

Mobile Number:

Marital Status Married Divorced Not Married

If you have been known by any other name please give it here

Delivering Intelligent
referencing and insurance
solutions for letting agents

Head Office
Let Alliance Limited,
Dodleston House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

T: 01244 421261

London Office
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6th Floor,
3 Lombard Street,
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Contact Emails
General Enquiries
info@letalliance.co.uk

Tenant Reference Team
tenant@letalliance.co.uk

Insurance Support Team
insurance@letalliance.co.uk

Website
www.letalliance.co.uk



SECTION 2 – GUARANTORS PERSONAL DETAILS (continued)

You must provide three years address history

Present address

Address line 1:

Address line 2:

Address line 3:

Postcode:

Time at this address: yrs mths

Address Status (circle): Owner Rented Accommodation

 Living with Parents/Friends Other:

Previous address 1: House No./Street -

City / Town

Postcode Time at this address: yrs mths

Previous address 2: House No./Street -

City / Town

Postcode Time at this address: yrs mths

(If more space required, please use reverse of form)

ADVERSE CREDIT	Do you have any current/historic or pending adverse credit?	Yes / No
IT IS IMPERATIVE THAT YOU DECLARE ANY ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED. FAILURE COULD HAVE A DETRIMENTAL AFFECT ON YOUR APPLICATION.	If Yes, give details.....	
	Do you have any CCJs or Court Decrees?	Yes / No
	If Yes, give details.....	
	Have you ever been declared bankrupt or any IVA's, etc?	Yes / No
	If Yes, give details.....	

Delivering Intelligent referencing and insurance solutions for letting agents

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Let Alliance Limited,
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CH4 9EP

London Office
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SECTION 4 – GUARANTOR’S EMPLOYMENT DETAILS

Current Employment Status

Please circle one:

- Employed Self Employed Retired
 Contract Worker Temp Worker Independent Means

NOTE: If Self-Employed, Retired or Independent Means, go to Section 5

Name of company:
 If company Director, Company Number:
 Position Gross Salary
 Shift Allowance Overtime
 Bonus Car Allowance
 London Weighting

Payroll No..... Start Date...../...../..... Full Time / Part Time (circle)

Name of company:
 If Company Director, Company Number:

Address line 1:
 Address line 2:
 Address line 3:
 Postcode:
 Contact name:
 Email:
 Contact Number:
 Fax number:

Is your current position going to change in the near future Yes / No

If yes, please complete as below:

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**Future employment details
(if current position is due to change in the near future)**

**Future
Employment
Status**

Please circle one: Employed Self Employed Retired
 Contract Worker Temp Worker Independent Means

Name of company:

Position Gross Salary

Shift Allowance Overtime

Bonus Car Allowance

London Weighting

Payroll No..... Start Date...../...../..... Payroll No.....

**Guarantor's Future Employment Status
(continued)**

Address line 1:

Address line 2:

Address line 3:

Postcode:

Position which you will hold:

Contact name:

Email:

Contact Number:

Fax:

Do you have any other source of income?

Total Annual Amount£..... Breakdown

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SECTION 5 – ACCOUNTANT / PENSION PROVIDER

Self-Employment / Retired / Independent Means Start Date /...../.....

Annual Income - £..... Will accountant be verifying income? Yes / No

Does the applicant have a private pension Yes / No How many?

Have finalized accounts been prepared? (circle) Yes – by accountant Yes – Self Assessment No

Name of Accountant:

Name of Pension Company:

Pension No..... Pension amount £.....

Accountant / Pension Company details

Address line 1:

Address line 2:

Address line 3:

Postcode:

Contact name:

Email:

Contact number: Fax number:

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SECTION 6 – DECLARATION

I hereby confirm that the information I have provided is true and accurate and give my permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current and previous employers and other referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches, **and any documentation shared with Let Alliance**, will be provided to the Letting Agent and accessed again in the event of a default in rental payments.

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 tenancy obligations as a guarantor, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement

I am happy for Let Alliance to contact me in respect to this application if required.

I have read and agree to be bound by the above terms.

Guarantor's Signature: Date:

Print name:

**PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT
SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION
PLEASE DO NOT HESITATE TO CONTACT US ON 01244 421 261 OR EMAIL US AT
[TENANT@LETALLIANCE.CO.UK](mailto:tenant@letalliance.co.uk)**

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