



GUARANTOR PROCESS

1. Complete your Guarantor form as fully as possible

It is important that you submit all relevant contact details for each referee/employer/landlord in order that your application can be processed, i.e. full name, address, telephone number and most importantly e-mail address. You must return your forms within 7 days, otherwise we will re-market the property.

2. Return your completed form(s) to us by one of the following methods:

E-mail applications@phoenixpms.co.uk
 Fax 0800 048 8756
 Post Suite 1 Paradise House, 35 Paradise Street, Sheffield, S3 8PZ

3. Leave the rest to us

We will notify the applicant when their application has been processed or if we require further information.

4. Next steps

We will contact the applicant to arrange a Sign Up appointment:

- **Sign Up** – We require all tenants to visit our offices to sign their tenancy agreement prior to moving into the property. As a Guarantor you will be asked to attend this meeting and provide documentation to confirm your identity. During this meeting you will be asked to sign a Deed Of Guarantee. The applicant is not able to move into their new home until you have been to sign the relevant paperwork.

BECOMING A GUARANTOR

As a guarantor, you are signing a legal document to agree to pay any rental amounts owing, should the tenant default on their payments.

You also agree to be liable for any damage to the property caused by the tenant, should they not rectify the damage, or pay for the damage to be rectified.

Please ensure you are aware of your responsibilities before agreeing to be a guarantor.

In order to be a guarantor you must be a UK citizen, and reside in the UK. Please supply accurate information as incorrect details could affect your credit rating and may adversely affect any future applications you make for credit.

To be eligible to be a guarantor you must have an annual income of 36x the monthly rent value. If your income does not meet this requirement, you are not able to be a guarantor.

1. WHO ARE YOU BEING A GUARANTOR FOR?

Title:		
First Name:		
Middle Name:		
Surname:		



GUARANTOR DETAILS – To Be Completed By The Guarantor

To avoid any unnecessary delay, please complete in full, in **BLACK INK**, using **BLOCK CAPITAL LETTERS**. Incomplete or incorrect forms will be returned. If you have any questions call us on 0114 223 8015

2. GUARANTOR PERSONAL DETAILS

Title:	
First Name:	
Middle Name:	
Surname:	

Date Of Birth:	
Nationality:	

Telephone:		Mobile:	
E-mail:			

Employment Status:	Employed:		Self Employed:		Retired:	
	Student:		Unemployed:		Independent Means:	

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not?	YES	NO

If YES please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

3. CURRENT & PREVIOUS ADDRESSES

Current Address:						
Postcode:		Time At Address:	Years:		Months:	

Residential Status:	Property Owner:		Private Tenant	
	Council Tenant		Living With Friends/Relatives:	

If you have lived at this address for less than 3 years, please provide previous addresses below.

Previous Address 1:						
Postcode:		Time At Address:	Years:		Months:	



4. FINANCIAL INFORMATION

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application

Current Employer:		Accountant:	
Pension Administrator:		Self Assessment:	

Company Name:			
Address:			
Postcode:			
Contact Name:		Their Position:	
Telephone:		Mobile:	
E-mail:		Fax:	

Your Position Held:						
Position Type:	Permanent:		Contract:		Contract Term:	

Gross Salary/Pension/Drawings Per Annum:	£			
Start Date:		End Date:		
Will Your Employment Change Before Your Tenancy Starts?	Yes:		No:	

5. ADDITIONAL FINANCIAL INFORMATION

Please provide details if you are changing to new employment, have a second job or another source of income.

Future Employer:		Second Employer:		Accountant:	
Pension Administrator:		Self Assessment:		Benefit/Other:	

Company Name:			
Address:			
Postcode:			
Contact Name:		Their Position:	
Telephone:		Mobile:	
E-mail:		Fax:	

Your Position Held:						
Position Type:	Permanent:		Contract:		Contract Term:	

Gross Salary/Pension/Drawings Per Annum:	£			
Start Date:		End Date:		



6. DECLARATION

Please read the declaration and sign and date below. We cannot proceed with this application if you do not sign.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting third parties detailed in this form.

I understand that the results of the findings maybe accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Phoenix PMS or their approved agent may search the files of a credit reference agency and IDS limited, the insurance industries data collection agency, which will keep a record of that search.

I confirm and agree that other information and checks that Phoenix PMS and/or the other companies undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to credit reference agencies. I understand that I may request the name and address of the credit reference agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment that any such default may be recorded with the credit referencing agency and IDS limited, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that Phoenix PMS utilise the services of credit reference agencies, and I consent to Phoenix PMS checking details held within those agencies for tenant vetting, fraud prevention, identity and anti money laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by me in respect of the covenant in my tenancy agreement with my landlord, the information contained herein maybe disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this referencing application, notwithstanding transfer, Phoenix PMS will remain the data controller for the purposes of this application.

The information provided in this form by me is information as describes in ground 17 of the housing act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may effect any future application for tenancies, credit or insurance and that the assessment for this application presumes that at sometime during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by Phoenix PMS, and those of carefully selected third parties, if you do not wish your details to be used for this purpose please contact us.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to Phoenix PMS for the purposes described above.

By signing this form, I authorise you to issue a copy of the EPC relating to the property in electronic format.

Print Name:	
Signed:	
Date:	