

# Stuart Smith (Derby) Ltd.

## Residential Property Management

49/50 Queen Street

Derby

DE1 3DE

www.stuartsmith.co.uk

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Tel: 01332 340461

Fax: 01332 344154

### FOR AGENTS USE ONLY:

3 x Monthly Bank Statements

3 x Wage Slips / or 3 years Accounts

Application Fee £90.00 incl.VAT per Guarantor

Passport / Birth Certificate / Valid ID

Utility Bill (Current Address)

## GUARANTOR APPLICATION FORM: TERMS OF CONTRACT

**Please note – being a Guarantor is a financial responsibility. In the event of default by a tenant, the Guarantor is legally liable to pay the landlord rent plus losses, expenses or damages where the tenant fails to carry out his obligations under the lease. Legally a Guarantor is defined as: "a person who agrees to take on the debt, financial or otherwise, relating to a specific property if any or all the Tenants fails to pay rent or breaches any obligation of the Assured Shorthold Tenancy Agreement."**

- The Guarantor must be a home owner.
- All properties are let as seen and are available for six months initially: Applications are subject to provision of all information required as detailed below, and employer/Landlord references/full credit check. You are not guaranteed the property until the application process is complete & all parties agree to the terms & conditions of the Tenancy.
- **Stuart Smith charges a guarantor administration fee on application of £90.00 incl. VAT @ 20%.** Should references prove unsuitable, information given prove to be incorrect, or you cancel the application, this amount will **NOT** be refunded. Should the Landlord withdraw the property Stuart Smith will refund this charge. Please note that if Tenant(s) change a commencement date after agreement and preparation/issue of leases, there will be an additional charge of £60.00 incl. VAT @ 20% for preparation and subsequent issue of new leases to cover administration costs. **Please note the property is not fully secured and viewings will continue until the administration fee is paid and the application is confirmed. Copy of EPC is provided at the viewing of the property; a copy of the sample lease will be issued to the prospective tenant and guarantor on application via email.**
- If the applicant[s] are under 25 years of age, a Guarantor who is a home owner will be required. Stuart Smith reserve the right to request a Guarantor on any application if deemed necessary. This may form part of the terms of the Tenancy.
- A deposit is required for every tenancy. Deposits are equivalent to **one months rent plus £200.00** i.e. if the rent is £300.00 the deposit is £500.00. If pets are allowed at the property, an **additional** £100.00 deposit will be required and all carpets must be professionally cleaned at the end of the tenancy with the receipt shown to Stuart Smith prior to release of any deposit held. If a receipt cannot be shown, the agent will arrange professional cleaning and it is agreed that any costs will be **taken from deposit held**. Tenants' deposits will be registered in line with current regulations and full documentation will be provided at commencement of tenancy in line with current legislation. The tenant(s) understand & agree that the "Lead" tenant details provided on this form will be used for registration and release of the deposit held.
- The applicant[s] are aware that there is an administration charge in respect of all documents to include the copy inventory and photographs [where relevant], information pack to Tenants at handover in the sum of £60.00 incl. VAT @ 20%.
- **Stuart Smith require the sight/copies of:- Original Passport, driving licence or national identity card for confirmation of identity - 3 months payslips - 3 months of bank statements - a current utility bill or council tax bill as proof of current address**
- **Evidence of payment of existing mortgage/rent - 3 years audited accounts if self-employed [or if owning 20%+ of a business]. All documentation must be provided within 3 days of application or the property will be re-advertised with no refund of fees.**
- Rents are to be paid by standing order and are exclusive of utilities/bills. It is the Tenant[s] responsibility to inform relevant authorities (gas, electricity, water, telephone and council) of their occupation to enable accounts to be transferred; Stuart Smith reserve the right to see evidence that accounts are settled in full at the end of the tenancy prior to release of the deposit held. **Please note that handovers take place Monday – Friday and between the hours of 9.30am – 4.30pm**
- The Guarantor must be present at the office at time of handover or a signature be obtained prior to the collection of keys.

**PLEASE COMPLETE EACH SECTION OF THIS FORM IN FULL & IN BLOCK CAPITALS. FAILURE TO FULLY COMPLETE THE FORM WILL RESULT IN YOUR APPLICATION BEING DELAYED.**

**The property for which you are prepared to stand as Guarantor:**

Monthly Rent £..... Deposit £.....

FULLY MANAGED THROUGH STUART SMITH

LET ONLY BY STUART SMITH

**Details of Guarantor**

Title (Mr/Mrs/Ms/Miss/Other)

First Names: ..... Surname: .....

Date of Birth: ..... Marital Status: Married / Single / Divorced / Widowed

Nationality..... Passport country of issue.....

Do you require a visa to be in the UK? If so please provide details of issue and expiry.....

.....

Current Address: .....

..... Postcode: .....

Home Tel NO: ..... Mobile Tel NO: .....

Work Tel NO: ..... Email: .....

Period at current address: ..... Years – If less than 3 years, give details of previous address:

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Please confirm that you are a Homeowner  Yes  No

Please advise if the property is mortgaged  Yes  No

I hereby authorise Stuart Smith (Derby) LTD to instruct land registry searches on my property for verification.

**Employment Details**

Name and Address of employer incl. Postcode: .....

.....

Position/Job Title: ..... Date Commenced: .....

Annual Gross Salary £..... Bonus information: .....

Tel No: ..... Fax No: .....

Email address of employer for obtaining reference:- .....

Contact name or Department / title for reference: .....

[If current employment is less than 6 months, please provide previous employment details on a separate sheet.]

Details of additional sources of income, if any .....

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**Contact details of Next of Kin 1 (Excl. Spouse)**

Name: ..... Address .....  
..... Postcode .....  
Home No: ..... Mobile NO: .....  
Work NO: ..... Relationship to applicant: .....

**Contact details of Next of Kin 2 (Excl. Spouse)**

Name: ..... Address .....  
..... Postcode .....  
Home No: ..... Mobile NO: .....  
Work NO: ..... Relationship to applicant: .....

**Self Employment Details**

Please supply copies of your last 3 years audited / certified accounts together with accountant contact details to include telephone number on separate sheet.  
Please note that self-employed persons, and all applicants who own more than 20% of shares in the company, will be required to supply three years company accounts.

**General**

Have you ever had a criminal record?  Yes  No  
Have you ever been evicted from a rental property?  Yes  No

If yes please provide full details: .....

Have you ever had any County Court Judgements, Judgements, Court Decrees, Bankruptcy or Administration orders against yourself?  Yes  No

If yes, Please provide full details: .....  
.....

**Insurance**

The Landlord is responsible for buildings insurance; You must insure your own belongings to cover any damage to the landlords items to include carpets, curtains etc. The Landlord and ourselves cannot be held responsible for any loss suffered by yourself whatever the circumstances.

The Landlord grants the tenancy of the property to the Tenant and reserves the right to insist that the Tenant holds insurance that the Landlord or his agent considers adequate to the protect the Tenant’s personal possessions and accidental damage caused by the Tenant to the furniture, fixtures and fittings at the property as described in the inventory; such proof of cover to be shown at commencement of tenancy if requested by Agent.

**Data Protection Act**

I can confirm that the supplied information above is, to the best of my knowledge and belief, true and may be verified and held by Stuart Smith (Derby) LTD as letting/managing agents.

I understand that Stuart Smith charge an administration fee on application of £90.00 per guarantor incl. VAT @ 20%. Should my references prove unsuitable, or the information given prove to be incorrect, or I cancel this application or withdraw my application I confirm that I am aware that this amount will **NOT** be refunded.

**I understand that legally a Guarantor is defined as: "a person who agrees to take on the debt, financial or otherwise, relating to a specific property if any or all the Tenants fails to pay rent or breeches any obligation of the Assured Shorthold Tenancy Agreement."**

I confirm that the progress of this application may be made available to Landlords and co-applicants. I hereby authorise any of the above named to respond to status enquiries made in respect of this application and accept that this information is not privileged and may be used by the landlord or his agent to decide whether to accept or decline this rental application. I confirm I have read the Terms of Contract on Page 1 and understand and agree to all terms stated.

I hereby authorise Stuart Smith (Derby) LTD to instruct credit searches on myself through credit referencing agencies and understand that credit reference agencies may record enquires made about me. I also agree that a Land Registry search will be completed for my property in order to confirm ownership.

I hereby authorise Stuart Smith (Derby) LTD to instruct credit searches on myself through credit referencing agencies and understand that credit reference agencies may record enquires made about me, and I confirm that any information provided in this application, obtained/compiled by Stuart Smith (Derby) LTD may be passed on to third parties, utilities, service providers etc. and/or Landlords by Stuart Smith (Derby) Ltd. as deemed necessary.

Signature of Guarantor ..... Date: .....