

# Mashford

## Letting & Management

### MISSING INFORMATION WILL RESULT IN DELAYS

All blue sections are to be completed (unless otherwise stated). Please read it carefully before filling out the form. We will be writing to your referees and it may well be in your interest to inform them in advance.

#### 2. TENANT DETAILS

This section should be completed by the LETTING AGENT

Your Reference  
Number:

( supplied on top right of  
Reference report form )

Tenant First  
Name:

Tenant  
Surname:

Address of property to be  
let:

Postcode:

Rent Per Month:

#### 3. GUARANTOR DETAILS

This section should be completed by the GUARANTOR

Title:

First  
name(s):

Surname:

Current Address:

Postcode:

Date of  
Birth:

Period at  
address:

Years

Months

Telephone:

Mobile:

Email:

Residential Status: Property  
Owner

Council  
Tenant

Private  
Tenant

Family or  
Friends

Have you ever been issued with a county court  
judgement:

Yes

No

Are you aware of any adverse credit history:

Yes

No

If YES please give details in additional information box

**4. PREVIOUS ADDRESS HISTORY (LAST 3 YEARS)**

This section should be completed by the **GUARANTOR**

Please provide previous address(es) and dates attaching a separate sheet if necessary

Address 2:

Postcode:

Period at Address:  Years  Months

Address 3:

Postcode:

Period at Address:  Years  Months

**5. GUARANTOR'S EMPLOYMENT**

This section should be completed by the **GUARANTOR**

Employed:  Self Employed:  Unemployed:  Retired:  Student:  Starting Employment:

Details of current Employer / Pension Administrator / Accountant / New Employer (**delete as appropriate**)

Company Name:  Contact Name:

Address:

Postcode:

Telephone:  Fax:  Email:

Position Held:  Start Date:  /  /  Gross Salary  £

Is this position permanent: Yes  No  Payroll / Service / Pension Number:

**6. GUARANTOR'S PREVIOUS EMPLOYMENT DETAILS** This section should be completed by the **GUARANTOR**

If you have not worked in your current position for at least 12 months please provide details below.  
(Attach a separate sheet if necessary)

Employed:  Unemployed:  Self Employed:  Student:  Other

Company Name:  Contact Name:

Address:

Postcode:

Telephone:  Fax:  Email:

Start Date:  /  /  End Date:  /  /

**7. BANK DETAILS**

Bank Name

Address

**8. ADDITIONAL INFORMATON**

Please add additional information below

You are proposing to enter into an Assured Shorthold Tenancy as Guarantor at:

Property \_\_\_\_\_

Rent \_\_\_\_\_ per \_\_\_\_\_ I.D taken? \_\_\_\_\_

To reserve this property we will require a non refundable administration fee of **£36.00 (inc vat)** to cover references and general administration costs. Payment of this does not guarantee the property will be available; the landlord of the property may withdraw prior to the tenancy agreement being completed. Should the property be withdrawn from the market during your application being processed the above monies will be refunded.

If you withdraw your application or your references prove unsatisfactory or if you have given false information on the Tenancy Application Form, the above monies will not be refunded.

**Term and conditions of the tenancy will be laid out in the Guarantors Agreement, which you must sign before possession of the property is taken. A sample of which is provided with this application. By signing the below you are confirming that you have read and understood the sample of the Guarantors Tenancy agreement.**

Fee Paid \_\_\_\_\_ Signed by Agent \_\_\_\_\_

### 8. DECLARATION

This section should be completed by the **GUARANTOR**

I confirm that the information supplied is to the best of my belief and knowledge, true. Under the Terms of the Data Protection Act 1988 I acknowledge that my personal details may be forwarded to other parties especially service providers. I also give my permission for my referees to reply to any enquiry made by Mashford Letting & Management. The results will be forwarded to the landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Mashford Letting & Management may search the files of a credit agency and use a credit scoring technique. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention. All information will be treated as confidential.

Applicant's  
Signature:

Print Name:

Date: