



Dear Guarantor

There are a few things you can do to ensure that your reference is completed as swiftly as possible.

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- E-mail address and fax numbers are very helpful in speeding up the reference process, so please supply these wherever possible, where they are not a required mandatory field.
- **Please sign the attached letter and hand this to your employer or accountant.** This means that they will be expecting our call and that they will have your permission to disclose information to us.
- There is also a letter for your current landlord/managing agent to advise them that FCC Paragon will be contacting them about your reference. Again, this means that they will be expecting our call and have permission to disclose information to us.
- You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.
- Please note that if you are a foreign national you **MUST** provide your letting agent with original copies of any migrant/permits, worker registration certificates, indefinite leave to remain etc. The letting agent must then retain a certified copy of the original on their files.

Thank you very much for your co-operation.

FCC Paragon

## Guarantor Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

**IMPORTANT PLEASE READ THIS BEFORE COMPLETING**

**COMPLETE FORM IN FULL AND IN BLOCK CAPITALS**

It is **VITAL** that all information requested is supplied.

Missing information will result in this form **not** being processed.

**NOT FOR USE WITH TENANTS**

Use a Full Tenant Referencing Form.

**Version**

**19.5**

**MISSING INFORMATION WILL RESULT IN DELAYS!**

**If your applicant is a foreign national you MUST validate an original copy of all work permits, visas, passports and other necessary documentation and retain a copy for your records.**

### FOR LETTING AGENTS USE ONLY

Agent Name  Agency No

Contact Name  Service 48 Hour (3pm deadline)  24 Hour (12pm deadline)  You must view and retain two forms of identification, one being photographic.

#### WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Smart Rental Protection YES  NO

Do you require a Smart Section 21 Protection? YES  NO

Do you require a Smart Rental Protection + YES  NO

If 'Yes', please note that you will be issued with a warranty for the same term as the tenancy ie. 6 months tenancy, 6 month of warranty.

Landlord Name  Mobile No

Address  Landline   
 Phone No

Postcode

We the above named agent warrant that we are appointed by the person named as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

**Signature of Agent**

**Name**

**Date**

**PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS AND CONDITIONS**

**PLEASE NOTE THAT WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS**

### 1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode  Property Type: Terraced  Semi-Detached  Detached  Flat

Property Rent £  Applicant's Share of Rent per Month £  Proposed Tenancy Start Date  /  /  Rental Period (in months)  No. of Bedrooms

Tenant Name  Reference Number C       /

### 2 GUARANTOR'S DETAILS

Title (Mr,Mrs etc)  Male  Female

First Name(s)

Middle Name(s)

Surname

Marital Status

Maiden Name

Date of Birth  /  /  Number of Dependants

N.I. Number

Are you known by any other names or aliases? YES  NO

**- If YES please supply details in Section 7.**

Work Phone No

Home Phone No.

Mobile Phone No

**Is there more than one Tenant over the age of 18 moving into the property?** YES  NO

**Are they to be referenced?** YES  NO

**If YES, please supply name(s) below**

**Please supply ages of all other dependants under 18 years old in the additional information in Section 7.**

**Please note that a separate application is required per applicant if they are also to be referenced.**

Nationality  Please complete regardless of nationality

If you are from outside the EU or from Romania/Bulgaria please provide details of what documentation you have to live/work in the U.K

**(You MUST produce original documents to your Agent who will copy)**

Email Address

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

## 2.1 CREDIT HISTORY

Have you ever been issued with a county court judgement (CCJ)? YES  NO

**IF YES PLEASE SUPPLY THREE YEARS OF ADDRESSES. PLEASE CONTINUE IN SECTION 7 IF NECESSARY.**

Are you or any intended occupants aware of any adverse credit history? YES  NO

If Yes please provide details

An Anti Money Laundering search may be carried out as part of our Guarantor reference checks.

## 3.0 CURRENT ADDRESS & TENANCY DETAILS

**YOU MUST PROVIDE 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS**

Property Address

Postcode  Period at Address  Years  Months

I am: Property Owner  With Family/Friends  Renting  Complete section 3.1 Other

Please provide your current monthly Mortgage or Rental Amount £

## 3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT

Referee Name  Landline

Referee Address  Mobile No

Postcode  Fax or Email

**If you have been at the current address for less than 12 months complete section 3.2 otherwise proceed to section 4**

## 3.2 PREVIOUS ADDRESS AND TENANCY DETAILS

I was: Property Owner  With Family/Friends  Renting  Other

Previous Address

Postcode  Period at Address  Years  Months

Referee Name

Referee Address

Postcode  Phone No  Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

I was: Property Owner  With Family/Friends  Renting  Other

Previous Address

Postcode  Period at Address  Years  Months

Referee Name

Referee Address

Postcode  Phone No  Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

## 4 EMPLOYMENT / INCOME DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired  Please supply details of pension or other income. Please attach relevant forms and proceed to section 5

Self Employed  Proceed to section 4.5

Unemployed  Student  Proceed to section 5

Employed  Proceed to section 4.2

Maternity/Paternity Leave  From  /  /  To  Proceed to section 4.2

Starting New Employment  Proceed to section 4.1

**If you have a second current employment or regular income which you wish to be taken into account, please note ALL details in Section 7**

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

### 4.1 FUTURE EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name  Employment Start Date  /  /

Company Address

Postcode  Company Landline  Phone No  Fax No

Is the address given above your place of work? YES  NO  **If NO please provide details in Section 7**

Your Position  Annual Salary or Wage per Hour  £

Referee Name  Contractual Hours   
(must be authorised to confirm salary and provide a reference)

Referee Position  Referee Email

Employment **Temporary**  **Permanent**  **Fixed Term Contract**  (if your employer is abroad you MUST provide a fax or email address)

If employed on a Fixed Term Contract, please specify duration  Please note if applicant is on temporary employment or a fixed term contract a guarantor may be required. **Proceed to section 4.2**

### 4.2 CURRENT EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name  Employment Start Date  /  /

Company Address

Postcode  Company Landline  Phone No  Fax No

Your Position  Staff Payroll No

Is the address given above your place of work? YES  NO  **If NO please provide details in Section 7**

Referee Name  Annual Salary or Wage per Hour  £   
(must be authorised to confirm salary and provide a reference)

Referee Position  Contractual Hours

Employment **Temporary**  **Permanent**  **Fixed Term Contract**  Referee Email

If employed on a Fixed Term Contract, please specify duration  (if your employer is abroad you MUST provide a fax or email address)

**Please note if applicant is on temporary employment or a fixed term contract a guarantor may be required. Please supply full employment details for the last 6 months including any periods of unemployment or your reference will be rejected.**

### 4.3 PREVIOUS EMPLOYMENT / INCOME DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed  **Proceed to section 4.5** Unemployed  Student  **Proceed to section 5**

Employed Full Time  Employed Part Time  **Proceed to section 4.4**

Maternity/Paternity Leave  To  /  /  From  /  /  **Proceed to section 4.4**

### 4.4 PREVIOUS EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name  Employment Start Date  /  /

Your Position  Employment End Date  /  /

Referee Name  Referee Position

Company Address

Postcode  Company Landline  Phone No  Fax

Referee Email  **Proceed to section 5**

### 4.5 SELF EMPLOYED DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

**If you have been self employed/only had an accountant for more than 6 months but less than 12 months please supply a full 6 months worth of your most recent consecutive personal bank statements.**

Self Employed From  /  /  To  /  /

Business Type  Company Name

Website Address  Company Address

Email Address  Postcode

Are you: VAT Registration Number

Sole Trader  Partner  Director  Share Holder  Private Ltd Company  Public Ltd Company

Company Reg. Details  Date of Incorporation

Do you have an Accountant? YES  NO  **If YES proceed to section 4.6** Your Income per Annum  £

**If you complete your own accounts, please supply copies of your most recent 6 months personal bank statements showing your transactions and balances**

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

#### 4.6 ACCOUNTANT'S DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name  Contact Name

Address

Postcode  Business Landline Phone No  Fax No

Email

Is your Accountant: Chartered  OR Certified  Registered Number (if known)

#### 5.0 NEXT OF KIN (or Character Reference if Next of Kin is your Spouse or Joint Tenant)

Name  Fax or Email

Address

Postcode  Landline Phone No  Mobile Phone No

Relationship to applicant

#### 6.0 GENERAL QUESTIONS

Have you ever been evicted from a property? YES  NO

If yes please give details

Have you at any time had a deposit in whole or part withheld? YES  NO

If yes please give details

#### 7.0 ADDITIONAL DETAILS IF APPLICABLE

To avoid delays in your reference application, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be rejected and will take longer to process.

Please let your referees know that FCC Paragon will be contacting them to obtain a reference.

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

**8 DECLARATION**

**THIS FORM IS TO BE SIGNED BY THE APPLICANT ONLY**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon's findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I continue to act as a guarantor in the future. I agree that FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. FCC Paragon may conduct an Anti Money Laundering search with the same credit referencing agency. I understand that if any information within this application is found to be untrue it may be grounds for termination of the tenancy.

I agree that the information I provide on this form and obtained from other relevant sources will be used to process my application to act as a guarantor. I understand that the information will be used in the administration of that Tenancy Agreement, both internally and via external agencies, for example handling references. In the event that I remain as guarantor past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit and Anti Money Laundering searches. I hereby authorise my employer/accountant/pension administrator to provide details of my income and/or dates of employment to FCC Paragon for the purposes of completing this reference. FCC Paragon may also use the information if there is a complaint or legal challenge relevant to this process. Details may be held for occasional debt tracing. FCC Paragon may check the information is collected with third parties or with other information held by them. FCC Paragon may also use or pass to certain third parties information to prevent or detect crime, such as fraud, or in other ways as permitted by law. All information will be treated as confidential. If you are completing this electronically, you must complete your name in section 8. This confirms that you have read the declaration and agree to us processing your personal information. This does not apply to handwritten applications which must be signed by you.

By signing the application form, FCC Paragon will assume that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act. It is an offence to falsify any information provided on your application form.

You have a right to know how we will use your personal information. It is important that you should read the "Use of your information" notice before signing.

Important - Use of your information

We may contact you by email or telephone with information about products which may be of interest to you. We may pass your details to other (selected businesses/companies of our group) to send you information about their products. You have a right at any time to stop us from contacting you or giving your details to others for these purposes. You may write to our department at 4, 5 & 6 Quay Point, Northarbour Road, Portsmouth, Hampshire, PO6 3TD if you wish us to stop. Or, if you wish us to stop, please tick the box.

Guarantor's Signature

Print Name

Date

You must provide two forms of identification, one being photographic, to your letting agent.

# APPLICATION FORM: GUIDANCE & INFORMATION

**IMPORTANT - Please ensure all of the below is on the application form before submitting.**

- General**
  - Form must be legible and clear and completed in blue or black ink
  - Letting Agent details completed and Warranty selected
  - Sign declaration and date
  - If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
  - Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
  - Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
- Section 1 - Details for Proposed Property**
  - Property address and postcode
  - Rent per month
  - Tenancy start date
  - Rental period (in months)
- Section 2 - Applicant Details**
  - Title, full name and aliases
  - National Insurance Number and Nationality
  - Marital status
  - Date of birth
  - Contact telephone numbers and Email address
  - Credit history
  - Email address
- Section 3 - Address and Tenancy Details**
  - 12 months worth of addresses including if relevant:
    - Current Address details inc postcode
    - Current Landlord/Managing Agent details inc address, Referee contact details and landline number
    - Previous Address details inc postcode
    - Previous Landlord/Managing Agent details inc address, Referee contact details and landline number
- Section 4 - Employment Details**
  - 6 months employment history including if relevant:
    - Future Employment details inc address, Referee contact details and landline number
    - Current Employment details inc address, Referee contact details and landline number
    - Previous Employment details inc address, Referee contact details and landline number
    - Self-Employed details inc company details and date self-employed from and to
    - Accountant details inc contact name and details and landline number
- Section 5 - Personal References**
  - Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
- Section 6 - General Questions**
  - Past rental history
- Section 7 - Additional Details**
  - Other names or aliases and details (if relevant)
  - Continuation of address details (if necessary)
  - Continuation of employment history (if necessary)
  - Any second income details (if relevant)
  - Dependants date of births (if relevant)
- Proof of Residency**
  - Your agent will require two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below
    - One dated within the last four weeks
    - One dated between the last three to six months
- Alternative documentation**
  - In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income



**IMPORTANT MESSAGE FOR GUARANTOR -**

**PLEASE COMPLETE AND PASS TO RELEVANT REFEREE**

Dear Employer/Accountant,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your employees/clients.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their financial details.

Below you will find a signed declaration from your employee/client, giving their permission for you to supply the information required.

I hereby consent to my employer or accountant to provide FCC Paragon with the information they require to process my application.

Guarantor's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Letting Agent Reference \_\_\_\_\_

One of our reference handlers will contact you soon in order to take a verbal financial reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your co-operation.

**FCC Paragon**



**IMPORTANT MESSAGE FOR GUARANTOR-**

**PLEASE COMPLETE AND PASS TO RELEVANT REFEREE**

Dear Managing Agent/Landlord,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your tenants.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their accommodation details.

Below you will find a signed declaration from your tenant giving their permission for you to supply the information required.

I hereby consent to my Managing Agent or Landlord to provide FCC Paragon with the information they require to process my application.

Guarantor's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Letting Agent Reference \_\_\_\_\_

One of our reference handlers will contact you soon in order to take a verbal accommodation reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your co-operation.

**FCC Paragon**