



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 Help the Move 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 Help the Move 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 Help the Move 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.

1.3 Help the Move will use the Tenant’s details only for the purposes set out above and not in any other way.

Sign.....

Sign.....

Date.....

INDIVIDUAL APPLICATION

AGENT NAME: Keable Homes Lettings

AGENT CODE: 600255

SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT

	Address line 1:
Rental Property Address	Address line 2:
	Address line 3:
	Postcode:
	Tenancy term:
Tenancy details	Reference Enquiry Number:
	Name of Tenant:
	Is the Property	Let Only <input type="checkbox"/> Fully Managed <input type="checkbox"/>

SECTION 2 – GUARANTOR PERSONAL DETAILS

	Title:
	Forename(s):
	Middle Name(s):
	Surname:
	Date of birth:/...../.....
Personal Details	Monthly rental to be guaranteed:	£.....
	Marital Status:	Married <input type="checkbox"/> Divorced <input type="checkbox"/> Not Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/>
	Mobile number
	Contact details:	Contact number
		E-mail address

If you have ever been known by another name, please confirm it here

.....

National1 Team

The Let Alliance Team

Tel: 01244 886 236

Email: national1@letalliance.co.uk

Fax: 01244 241 117

SECTION 3 – GUARANTOR INCOME DETAILS

Current Employment Status

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

NOTE: If Self-Employed, a Director of your own Company, Retired or Independent Means, go to Section 4

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)

: Address line 1:

Address line 2:

Address line 3:

Postcode:

Contact name:

Email:

Contact Number:

Fax number:

Contact Position:

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

If yes, please complete as below:

National1 Team

The Let Alliance Team

Tel: 01244 886 236

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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 Unemployed Self Employed Retired

Contract Worker Temp Worker Student Independent Means

Name of company:

Position Gross Salary

Shift Allowance Overtime

Bonus Car Allowance

London Weighting

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

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?
Additional Income (proof will be required)

Tax Credits	£.....	Disability Benefit	£.....
Child Maintenance	£.....	Housing Benefit	£.....
Carers Allowance	£.....	Fosterers Allowance	£.....
Child Benefit	£.....	Employment Support Allowance	£.....
Guardian Allowance	£.....		
Additional Income 1	£.....	Additional Income 2	£.....

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Description Description

SECTION 4 – 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 Yes – by accountant Yes – Self Assessment No
 been prepared? (circle)

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 5 – DECLARATION

Terms & Conditions

I hereby confirm that the information I have provided is true and accurate and give my permission for this information to be verified by TransUnion (formerly CallCredit), my employer and/or future employer/accountant, my current or previous landlord or managing agent and Lexis Nexis, TrustID (where applicable) and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency (our current Partner is TransUnion and their Privacy Notice is located here <https://www.callcredit.co.uk/legal-information/bureauprivacy-notice>)
- Verifying my income details
- 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 the rental payments.

I understand that I can request the details of any credit reference agencies used in order to verify the information provided.

I understand that as I am acting as a guarantor, any default on my tenancy obligations may result in this information being released to authorised debt recovery agencies and could affect any future credit applications.

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.

I understand that Let Alliance will hold my details securely and will not pass these to third parties without my permission.

Our privacy statement can be found [here](#)

I confirm that I have read and agree with the above statement

Let Alliance will hold the supplied details securely and will contact you in respect of this reference application if required.

Signature: Date:

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT. SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION PLEASE DO NOT HESITATE TO CALL OR EMAIL US AND A MEMBER OF OUR TEAM WILL BE HAPPY TO ASSIST YOU.

National1 Team

The Let Alliance Team

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