

GUARANTOR FORM – COVER LETTER

We have been advised by the Tenant named overleaf, that you are willing to stand surety in terms expressed in the attached Form of Surety.

In order that you may confirm this understanding will you please complete, sign and return the enclosed Form of Surety obtaining a witness to your signature.

Please note that to stand surety for someone you must be:

- **A UK HOME OWNER**
- **RESIDENT IN THE UNITED KINGDOM.**
- **IN FULL TIME EMPLOYMENT**
- **HAVE HAD A FIXED ADDRESS FOR THE PAST 12 MONTHS**

Please be advised that acceptance of this surety form is subject to our final credit reference checks. If you do not meet any of these criteria please contact the office to make alternative arrangements.

We will also need you to enclose:

- **A COPY OF YOUR DRIVING LICENCE WITH THE SIGNED FORM OF SURETY (or any other form of ID, showing your address, signature and photo)**
- **PROOF OF EMPLOYMENT**
(e.g. Wage slip- you may hide salary details, if you are self employed then you can provide the SA302, Tax Year Overview, Tax Return)
- **PROOF OF HOME OWNERSHIP**
(e.g. Mortgage statement – you may hide payment details. Title deed document)
- **A RECENT UTILITY BILL**

7 DAY NOTICE

WE MUST HAVE THE **ORIGINAL** COPY BACK WITHIN **7 DAYS*** OR YOU CAN SCAN THE DOCUMENTS IN HIGH QUALITY USING A SCANNER AND EMAIL. WE CAN'T ACCEPT PHOTOS. PLEASE RETURN IT MARKED "FOR THE ATTENTION OF THE SURETY SECTION".

It is an offence to falsify any information relating to this agreement and should it be found that this has been the case, we reserve the right to terminate any associated agreements and inform the relevant authorities. We will be happy to answer any questions that may arise from this requirement. You might think it may be appropriate to take legal advice.

Please complete and return the attached surety form. Please retain this cover letter for your future reference.

Thank you

Attached: Surety Form

Please note that all documentation **must** be received prior to commencement of the Tenancy.

IMPORTANT NOTICE: This guarantee agreement creates a binding legal contract. If you do not fully understand the nature of the agreement then it is recommended that you take independent legal advice before signing. We may search files of one or more credit reference agencies who may keep a record of the enquiry. We may also disclose details of the tenant's account & the conduct of it to those agencies or other parties

THIS AGREEMENT is made **BETWEEN** the Guarantor and the Landlord. Please complete in block capitals.

Guarantor Name: _____ Occupation: _____

Home Address: _____

Work Address: _____

Time at home Address _____ **years** _____ **months (if less than 3 years, please write previous address overleaf)**

Home Tel No: (_____) _____ **Work Tel No:** (_____) _____

Mobile No: (_____) _____ **Work Fax No:** (_____) _____

Personal e-mail: _____ **Work e-mail:** _____

Bank Name: _____ **Branch Address:** _____

Please submit proof of employment (copy of salary slip or confirmation of other source of income)

Landlord name: _____

Tenant name: _____

Property address: The dwelling house known as: _____

1. The Guarantor has agreed to act for the Tenant should they fail, for any reason, to meet the financial commitments arising from the Tenancy Agreement commencing on _____ in respect of the Property.
2. This Guarantor Agreement refers to the current Tenancy being undertaken and any extension or renewal of that Tenancy relating to the same Property. All references to the Landlord herein shall be deemed to include the Landlord's Agent or any person authorised to act on the Landlord's behalf.
3. The Guarantor guarantees and undertakes to pay to the Landlord from the date of this Agreement from time to time the Rent within 10 days of receipt of a written demand from the Landlord or his Agent addressed to the Guarantor if the Tenant following demand has not paid the amount being demanded of the Guarantor when it was due under the Tenancy Agreement.
4. The Guarantor shall pay and make good to the Landlord on demand all losses, damages, costs and expenses of the Landlord arising from or incurred as a result of any default by the Tenant in the performance or observance of the Tenant's covenants under the Tenancy Agreement, PROVIDED that any neglect or forbearance of the Landlord in endeavouring to obtain payment of the Rent when it falls due and at any time which may be given to the Tenant by the Landlord shall not release or exonerate the Guarantor or in any way affect the liability of the Guarantor under this deed. This Guarantee cannot be revoked so long as the Tenant remains a Tenant of the property, nor shall it be revoked or discharged by my death or bankruptcy, or the death or bankruptcy of the Tenant.

SIGNED BY Guarantor:

X _____

Date

State Relationship to Tenant:

SIGNED BY Witness:

X _____

Date

State Relationship to Tenant:

Witness Name

Witness Address