



# COSTELLO LETTINGS

## Guarantor Application Important – please read this before completing

This must be returned within three days of receipt. If pages are not signed we cannot proceed with referencing. Please Note your move in date will be subject to satisfactory references being obtained.

At such point, a move in date will be confirmed. Missing information will result in delays. If References prove unsatisfactory or for any reason YOU withdraw your application, your hold fee WILL NOT be refunded.

## Additional information, fees & requirements

### PLEASE PROVIDE THE FOLLOWING

- Last 3 months bank statements
- Copy of your current driving license or passport
- Copy of utility bill dated within the last three months
- If you are a foreign student, studying or working we will need a copy of your current visa along with all passport details.

### OUR FEES EXPLAINED (Applicant only)

- Holding Deposit: NON-REFUNDABLE (one week's rent) Once the applicant has decided on the property we require a holding deposit, this must be paid in cleared funds only; this guarantees the property will be held for them and so we can start referencing, in the meantime we will stop advertising. Once their references are completed this will be deducted from the initial invoice

### MOVE IN

Prior to tenants move in we will require a signed Deed of guarantee which we will forward to you on completion of your credit reference check.

### DEPOSITS

- Pet friendly lets, which be charged a separate 'pet rent'
- A deposit of 5 week's rent will be collected in cleared funds only
- We will hold the deposit for the term of the Tenancy in a client deposit account
- At the end of your tenancy, one months notice to quit must be given in writing; tenants must check to ensure this has been received
- Deposits will not be released until receipt of final payment receipts for utility and council tax bills, check out reports carried out and any dilapidations made good.
- All Deposits will be registered with a government approved deposit scheme.



# COSTELLO

## LETTINGS

### Full Credit Reference– Guarantor Application

Due to the confidential nature of the information supplied, we regret no explanation will be given if we are unable to recommend a tenancy. You may 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

Please complete this application form in full and in BLOCK CAPITALS. It is essential that all the information requested is supplied. Missing Information will result in this form not being processed.

#### 1.DETAILS FOR PROPOSED PROPERTY

Tenant(s)name(s)					Current Address		
					Postcode		
PropertyAddress:					Postcode		
PropertyType:	<input type="checkbox"/> Terraced	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> Detached	<input type="checkbox"/> Flat			
Property rent Per month:	£	Applicant share of rent P/M	£	Tenancy startdate (DD/MM/YY)	Rental period In months	No.of bedroom	

#### 2.GUARANTOR DETAILS & CREDIT HISTORY

Title(Mr,Mrs):		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		
First name(s):				Surname			
Marital Status:				Maiden name:			
D.O.B.:	(DD/MM/YY)	No.of Dependants		N.I.No.:			
Email							
Workphone No:		Home Phone No.		Mobile Phone No.			

#### 3.CURRENT OWNED ADDRESS (please provide 12 months of the most recent addresses)

Property Address:					Postcode		
Time at Address:		Year		Month			
I am:	<input type="checkbox"/>	Property owner of the above address	<input type="checkbox"/>	Living elsewhere	<input type="checkbox"/>	Other (please provide details below)	
Alternative Address:							

#### 4. EMPLOYMENT/INCOME DETAILS

I am:	<input type="checkbox"/>	Retired (Please supply details of pension or other income.				
	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Student
	<input type="checkbox"/>	Employed	<input type="checkbox"/>	Starting new employment		

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

#### 4.1 CREDIT HISTORY

Have you ever been issued with a County Court Judgment (CCJ)?

☐ Yes

☐ No

Are you or any intended occupants aware of any adverse credit history?

☐ Yes

☐ No

#### 5. CHARACTER REFERENCE (THIS MUST NOT BE A RELATIVE OR A REFEREE ALREADY SUPPLIED ON THIS FORM)

Name	<input type="text"/>	Relationship:	<input type="text"/>
Address	<input type="text"/>		Postcode <input type="text"/>
Landline Phone No.:	<input type="text"/>	Fax or email	<input type="text"/>

#### 6. NEXT OF KIN (EXCLUDING SPOUSE)

Name	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		Postcode <input type="text"/>
Landline Phone No.:	<input type="text"/>	Mobile Phone No.	<input type="text"/>

#### 7. ADDITIONAL DETAILS WHERE REQUIRED

#### 8. DECLARATION

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 Costello Lettings Ltd findings will be forwarded to the appointed Letting Agent and or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Costello Lettings Ltd search for their findings of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing.

All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 8. This confirms that they have read The declaration and agree to us processing their personal information. This does not apply to hand written applications which must be signed by the applicant. We may from time to time offer you other products and services in the future;

Please tick here if you are happy to receive them:

☐

Signature:

Date

Print Name

**Your guarantor application – please ensure the points below have been completed before submitting**

- Complete in blue or black ink
- Include last 3 months bank statements
- Property details (including house number), with postcode
- Tenancy start date, (cannot be more than 45 days in advance)
- Applicant & Guarantors full name and date of birth

- Sign declaration and date
- Form must be legible and clear
- Proof of Residence: We need 2 copies of a utility bill or bank statements

All of the above information is compulsory. If not completed correctly it can result in delay or even rejection.