

# CDF Estates LTD

Please complete all relevant sections and return (with Documents) to  
**the appropriate CDF Estates Branch**

## Application

Name of Applicant(s) .....

Property Applied For .....

Post Code ..... Agreed Monthly Rent £ .....

## Guarantor

Title..... Marital status..... Surname(s) .....

Forename(s).....

Please tick to confirm that the name listed above is your full legal name?

If you have ever changed your name by marriage/deed poll, please give your full  
previous name and the date it was changed.....

.....

Date of Birth .....National Insurance Number.....

Email Address.....

Contact Number #1 .....Home  Mobile  Work

Contact Number #2 .....Home  Mobile  Work

Current Address.....

Post Code..... Date You Moved-In.....

Owner  Council Tenant  Private Tenant  living with Friends/Family

Previous Addresses up to 3 years history (please continue on a separate sheet of  
paper if necessary)

.....

.....

Post Code .....Date You Moved-In.....

Owner  Council Tenant  Private Tenant  Living with Friends/Family

## Frequently Asked Questions

### What is a guarantor?

A guarantor is a physical person that will ultimately be responsible for rent arrears, property damage, and any other charges due under the Tenancy Agreement.

### How long is the guarantor for?

The guarantor is for as long as the tenant remains at the property which could be 6 months, 12 months or longer (I.e. after the first 6 months have expired, the tenant(s) could decide to stay there on a monthly rolling contract with no definite end date.

### Who can be a guarantor?

It is company policy that a guarantor be in full-time employment (for at least 6 months or longer) and/or owns their property and has no adverse credit history. It is at the sole discretion of CDF Estates Ltd after collecting the credit history, to make a final decision on the suitability of the guarantor.

### Can I cancel the guarantor once it has been signed?

No. Once the deed has been signed, the guarantor is committed until the end of the tenancy (which could be longer than 6 months). We strongly advise you to seek legal advice if you are in any doubt of what your responsibilities are under a guarantor deed.

### What happens if I do not pay?

CDF Estates Ltd will always try to recover monies due under the tenancy in the first instance from the tenant, however we reserve the right to collect any money outstanding (i.e. rent, damages, court fees, administration fees, legal fees and any other costs that are payable under the tenancy and that we are entitled to claim against the guarantor). There are many ways that we do this and a list of enforcement methods can be found on HMCTS (Her Majesty's Courts and Tribunals Service) website: [www.hmcts.co.uk](http://www.hmcts.co.uk)

Please sign to acknowledge that you have read and understood the terms and responsibilities under which the guarantor agreement is made.

Guarantor's Signature.....

## Employment Information

Employed  Self Employed  Unemployed  Retired

Employer.....

Job Title .....Approx Gross Pay (PCM) £.....

Start Date ..... Temporary Contract  Permanent Contract

Immediate Supervisor (For Contact).....

Address.....

.....

Post Code ..... Contact Number.....

Email Address.....

## Credit History

Are you currently or have you been subject to any of the following:

Bankruptcy  County Court Judgements  Other Adverse Credit History

Please Specify.....

## Bank Details

Name of Bank.....

Name of Account Holder(s).....

Sort Code..... Account Number.....

## Privacy Policy

As a Letting Agent, we have a lawful, basis for holding personal information. Your information will always be treated with respect and never passed to any third party for marketing purposes. CDF Estates Ltd will be the Data Controller. Your personal details including telephone numbers, email addresses etc. are all protected by law under the Data Protection Bill 2018-2019 and we will take all reasonable precautions to comply with these privacy rules.

1. The details you provide will be accessible by members of the office staff for CDF Estates Ltd based at 252 Haydn Road, Sherwood, Nottingham NG5 2LG. Telephone: 0115 9621600 or email [cdfestates@btconnect.com](mailto:cdfestates@btconnect.com) all staff members are required to adhere to Office Data Protection Rules and have signed to this effect. A notice of these rules are displayed in the office.

Initial.....

2. You will be required under a contractual basis to submit personal and financial details prior to us taking up references and credit checks. You agree to us passing on these details to Experian PLC and your Employers. As agents, we act for our client landlords and therefore this information may also be passed onto the landlord of the property if required.

Initial.....

3. Our Software and IT Support may also have access to your data in the course of general computer maintenance. A copy of their Privacy Policies can be supplied upon request.

Initial.....

4. You have the right to withdraw your consent, however as your information is held on a contractual basis, your consent is not the only foundation for this company holding your data. If you believe your information is being abused, you have the right to lodge a complaint with the Information Commissioners Office (ICO). Our reference with the ICO is Z1607551.

Initial.....

5. If your application is not successful, all your details will be destroyed once the application is refused or withdrawn.

Initial.....

6. At the end of your tenancy, the current details we hold for you will be stored securely under lock and key for a period of approximately 6 years in accordance with legal requirements. At the end of this period it will be destroyed.

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Initial.....

8. Exception – Contact details will be given for any lawful enquiries where suitable ‘right to know’ is verified.

Initial.....

Signed by Guarantor.....

**Consent Declaration**

I confirm that the information contained in this application is true to the best of my knowledge and belief and may be verified. I agree that CDF Estates Ltd may search the files of one or more Credit Referencing Agencies and that the results of these findings may be forwarded to the appointed Letting Agent or Landlord. I also understand that in the event of failing to make a rental payment a default may be recorded against my credit file. I understand that should any of the information contained in this application be found to be untrue the application will be declined and I may lose all or part of the Holding Deposit. I give my employer, accountant and current landlord/letting agent permission to disclose any information requested by CDF Estates Limited.

Guarantor's Signature .....Date .....

Print Name .....,

**Accompanying Documentation**

- Official Identification (Displaying Photograph)
- Your Most Recent Bank Statement (1 month)
- Proof of Address\*

(\*Only include if not contained on one of the above documents)