

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 BirthNational Insurance Number.....

Email Address.....

Contact Number #1Home Mobile Work

Contact Number #2Home 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 CodeDate 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

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

CDF Estates Ltd is committed to keeping your personal details secure and we will not give your details out to third party companies except as required to carry out our normal duties and liaise with subcontractors.

1. Your personal details include telephone numbers, email addresses etc. are all protected by law under the Data Protection Act 1998 and we will take reasonable precautions to comply with these privacy rules.
2. You will be required to submit personal and financial details prior to us taking up references. In applying for your tenancy (and signing this document), you agree to us passing on these details to a credit referencing agency or to your nominated referees for referencing purposes. As agents, we act for our client landlords, and so this information may also be passed onto the landlord of your property as required.

3. During the management of your tenancy, we may be required to pass on your contact details to our subcontractors, utility companies and other related parties - for example to arrange access to carry out maintenance on your heating system or to ensure that you are correctly billed for services used.

4. When there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed to us. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.

5. CDF Estates Ltd is a responsible data controller and will process any personal data in accordance with the required data protection rules. We will not pass on your personal details to any external organisation for marketing purposes without your written permission.

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 SignatureDate

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)