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Guarantor Referencing Form

You are receiving this form as you have been noted as being able to act as a guarantor for one of our applicants. This person may be a friend or family member whose current situation means that they are not able to be referenced or credit-checked against a full-time income.

In order to proceed with the tenancy, the guarantor will act on their behalf should any unpaid liabilities/defaults occur. As such, we need to complete employment references and credit checks to confirm your suitability to act in such a position.

Any information given in the following form will be held strictly for the purposes of completing such references and credit checks and will not be passed onto any third party. For information about our use of information, please consult the Information Commissioners Office.

When supplying an employment referee, please ensure they are aware of you doing so and expecting our contact. This can speed up the process to ensure that no unnecessary delays are incurred.

PLEASE NOTE: WE REQUIRE THIS FORM TO BE COMPLETED AND RETURNED WITHIN 7 WORKING DAYS

Name: Mr / Mrs / Miss / Ms / Other (if other, please specify):		Date of Birth: DD / MM / YYYY	
First names:	Surname:		
Tel:	Mobile:		
Email:			
Nationality:			
If you are from outside the EEA, please confirm if you have the Right to Remain in the UK and if so, can prove this with your Visa? For further information, see here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573057/6_1193_HO_NH_Right-to-Rent-Guidance.pdf			Yes / No
Present/Previous Address: <i>Note: please provide address history for at least 3 years. Use the reverse of the form if necessary:</i>			
Postcode:			
Owner/tenant/other (specify):	Time at this address:	MM/YYYY	

Employment Status: <i>Please Tick:</i>			
<input type="checkbox"/> Employed;	<input type="checkbox"/> Self-Employed;	<input type="checkbox"/> Temporary;	<input type="checkbox"/> Retired;
<input type="checkbox"/> Unemployed;	<input type="checkbox"/> Student;		
<input type="checkbox"/> Other: <i>(Please specify)</i>		<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
If you are employed, is your contract for a permanent or temporary position?		<i>Company Name or for Sole Trader include owners name</i>	
Name of Employer:			
Address:		Post Code:	
Position/Course:	Annual Salary:	£	

01865 910 130 info@digsproperty.co.uk



Digs Property, Sandford Gate, East Point Business Park, Oxford, OX4 6LB

Company Registered Number: 09505213 VAT Number: 217 5772 93





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Start Date at current Employment:	MM / YYYY
To the best of your knowledge, do you expect this status to change within the next 6 months? (Y/N):	

Employment Referee:	Please provide us with details for the most applicable person to be able to provide us with an employment reference IE Line Manager or HR/Payroll Consultant		
Company Name:			
Main Contact:	Mr / Mrs / Miss / Ms / Other (please specify):		
First names:		Surname:	
Tel:		Email:	
Position:			

Accountant Referee: *if you do not have an Accountant you need not complete this section*

Company Name:			
Main Contact:	Mr / Mrs / Miss / Ms / Other (please specify):		
First names:		Surname:	
Tel:		Email:	
Position:			

Declaration:

I confirm that I understand that due to strict time constraints, this form should be completed and returned to Digs Property Management at the above noted address within 7 working days of the form being sent to me. Failure to do this may result in the property being re-listed as available with the loss of any deposits that have been paid to this point.

I declare that the information I have provided on this form is true and correct, and fully understand the fees as outlined on our website - <http://www.digsproperty.co.uk/guide-tenants>.

I hereby authorise you to verify the details given and to seek references as required, including a banker's reference and a credit check. I agree to you disclosing the reference replies to the landlord/s of the property for which the applicant (in the case of guarantors) is applying.

I understand that this does not represent any offer or contract of any nature.

Signed by Guarantor (**type name**):

Date:

