



DOUGLAS DICKSON
PROPERTY MANAGEMENT LIMITED

Douglas Dickson Property Management Ltd
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Guarantor Application Form

Please complete in BLOCK CAPITALS

Property details	
Name of proposed tenant	
Relationship to above proposed tenant	
Address of property	
Guarantor details	
Name	
Date of birth	
Telephone (home)	
Telephone (work)	
Mobile	
Email	
Address history	
Current address	
Status at current address	Owner / tenant / other _____
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Previous address	
Status at previous address	Owner / tenant / other _____
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Please provide address history for past 2 years. Continue on a separate sheet of paper if required.	

Employment details

(if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)

Job title	
Company name	
Company address	
Position held	
Annual income	
Length of service	
Contract type	Full time / part time / contract (contract length _____)
Name of referee	
Referee Telephone number	
Referee Email	

Non employment income

Give details of any other income e.g. state benefits:

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Declaration

I confirm that the information provided above is true and accurate and I authorise the landlord to share the information with other agencies, organisations and individuals for the purpose of carrying out credit and reference checks and seeking additional information. I consent to the reference check procedure (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within 3 days. The agent will handle all information provided sensitively and in accordance with legal requirements including the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679). A copy of our Privacy Policy and Fair Processing Notice is available on our website. The agent will inform the applicant as soon as possible about the outcome of the application. The agent must adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016, a copy of which is available on request. I understand that completing this application form does not commit the landlord or applicant to a tenancy.

Date	Signature
Print name	

Guarantor Referencing Guide

We require applicants to have an income of 2.5 times the annual rent. If an applicant does not meet the income criteria we will require them to provide a UK based guarantor or pay 6 months' rent upfront.

Guarantors are required to earn 3 times the annual rent. Guarantors are required to provide:

- photographic ID (passport or driving licence);
- proof of their current address (utility bill, bank statement or driving licence);
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement.

Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement.

We will take all reasonable steps to confirm the identity of applicants and guarantors and to verify references. We will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with the tenancy.