

## Rent Guarantor – Claim application

Date of Notification:

### Landlord Information

Name:

Email:

Tel:

### Tenant Information

Name:

Contact Details:

Rent Guarantor Reference Number:

### Rental Property Details

Address:

Start date of tenancy:

Date Rent Due:

Rental Frequency: Weekly / Monthly / Other: \_\_\_\_\_

Rental Amount: £

### Arrears Information

Last date any payment received from Tenant:

Last payment amount received from Tenant: £

Amount currently in arrears : £

Have you previously notified us in relation to the existing arrears Y/N

Have you contacted the tenant in relation to the arrears Y/N

If Y please describe method of contact & Tenant response (if any)

Any Further Information

If you have any further information please outline here:

Please confirm your bank details below into which you would like the funds transferred.

Account Name

Bank Name

Account Number

Sort Code

IBAN

BIC/Swift Code

Please ensure that you have completed the form in full and accurately as possible as all claims will be assessed on the information provided.

Your claim will now be assessed by one of our team who may require further information from you to process the claim. Examples of further information include;

- Copy of any correspondence between Landlord & Tenant
- Copy of current Tenancy Agreement
- Proof of arrears such as a full rent statement since the commencement of the tenancy
- The property's Energy Performance Certificate
- A current gas safety record for the property (if applicable)
- Proof of providing the government's 'How to Rent' guide to the Tenant.

- Proof of registering deposit with one of the government approved schemes.
- List of any expenses to be deducted from the deposit with receipts showing payments made.

*Please return this form along with any supporting documentation to  
[arrears@rentguarantor.com](mailto:arrears@rentguarantor.com)*