



LETTERKENNY CREDIT UNION
Strong, Safe, Secure

Guarantor Checklist

WHAT WE REQUIRE FROM THE GUARANTOR

- ✓ 3 recent payslips or social welfare receipts
- ✓ 3 months current bank statements dated within the last 4 weeks
- ✓ Proof of address (*current utility bill, bank or credit card statement*)
- ✓ Proof of Identity (*valid passport or driving licence*)
- ✓ Self-employed (*your most recent Tax Assessment*)

IF YOU ARE GUARANTOR ARE YOU AWARE THAT...

- If the member fails to pay, **YOU** are liable to maintain regular repayments.
- If a top-up loan is required, you may be required to guarantee the additional loan under the new agreement.
- If at the end of the guaranteed period, the loan is in arrears, the Credit Union will ask **YOU** to pay the arrears.
- If the loan falls into arrears, you will be notified.
- If the member fails to make arrangements to repay this loan, the account will be sent to our solicitors for recovery. Please note that **YOU**, as a Guarantor may also face court proceedings.
- If you wish to take out a loan in your own account, this guarantee will be taken into account.
- You have the right to enquire about the loan during office hours.



LETTERKENNY CREDIT UNION
Strong, Safe, Secure

Guarantor Application

Relating to Loan Application on Account

Applicant's Name: _____

N N N N N N N N N

GUARANTOR PERSONAL DETAILS

Relationship to Borrower: _____

Mr / Mrs / Miss / Ms

First name: _____

Surname: _____

Address: _____

Date of Birth: _____ No. of Dependent Children: _____

Guarantor Personal Details:

- ☐ Owner ☐ Tenant ☐ With Parents ☐ Lodger
☐ Other - If other, please provide details: _____

Rent Details:
Amount: _____ Frequency: _____

Marital Status: ☐ Single ☐ Married ☐ Separated
☐ Widowed ☐ Divorced ☐ With Partner

Guarantor CU Account No. N N N N N N N N N

EMPLOYMENT / INCOME DETAILS

Employment Status: ☐ Employed ☐ Self-employed ☐ Unemployed
☐ Full-time ☐ Part-time If Part-time, Number of Hours Worked _____
☐ Permanent ☐ Temporary ☐ Contract

Enter Name of Employer (if Employee) or Name of Business (if Self-employed): _____

Employers/Business Address: _____

Position Held: _____

Business Tel No: _____ Start Date of Employment: _____

If less than 3 years, please provide previous employer and length of service: _____

Can we contact you at this number? Yes / No

Do you require a work visa? ☐ Yes ☐ No

Expiry Date: _____

If Unemployed, Benefit Type: _____

Income Description	Amount	Frequency
Salary (i.e. Take Home Pay)		
Social Welfare		
Rental Income		
Other:		
Other:		

IF YOU ARE GUARANTOR ARE YOU AWARE THAT...

- If the member fails to pay, **YOU** are liable to maintain regular repayments.
- If an additional loan is required, you will be contacted, to see if you will guarantee the additional loan under the new agreement.
- If at the end of the guaranteed period, the loan is in arrears, the Credit Union will ask **YOU** to pay the arrears.
- If the loan falls into arrears, you will be notified.
- If the member fails to make arrangements to repay this loan, the account will be sent to our solicitors for recovery. Please note that **YOU**, as a Guarantor may also face court proceedings.
- If you wish to take out a loan in your own account, this guarantee will be taken into account.
- You have the right to enquire about the loan during office hours.

Borrower: _____

Account Number: _____

Loan Amount: _____

Loan Term: _____

Agreed Repayment: _____

Date Loan Agreement Expires: _____

Frequency: Weekly / Fortnightly / Monthly

DECLARATION OF GUARANTOR:

I have read and accept the above rules to act as guarantor.

Signed: _____ Date: _____

OTHER COMMITMENTS

1. Do you have mortgage(s)? ☐ Yes ☐ No

If yes, please provide mortgage details below:

Debt	Creditor	Amount Outstanding	Repayment	Frequency
Mortgage 1				
Mortgage 2				
Mortgage 3				
Mortgage 4				

Are you on reduced mortgage repayments? ☐ Yes ☐ No

If yes, we require documented evidence of the arrangement.

Supplied? ☐ Yes ☐ No

2. Do you have bank loan(s)/car loan(s)/hire purchase? ☐ Yes ☐ No

If yes, please provide details below:

Type of Debt	Creditor	Amount Outstanding	Repayment	Frequency

3. Do you have credit card(s)? ☐ Yes ☐ No

If yes, please provide details below:

Creditor	Amount Outstanding	Repayment	Frequency

4. Do you have a loan with another credit union? ☐ Yes ☐ No

If yes, please provide details below:

Name of Credit Union	Amount Outstanding	Repayment	Frequency

5. Do you have outstanding debt with moneylender(s)? ☐ Yes ☐ No

If yes, please provide details below:

Creditor	Amount Outstanding	Repayment	Frequency

6. Do you have other finance (e.g. Catalog/Store Card/POS)? ☐ Yes ☐ No

If yes, please provide details below:

Creditor	Amount Outstanding	Repayment	Frequency

7. Do you have a Legal Judgment against you for debts owed?

☐ Yes ☐ No

If yes, please provide details _____

PRESENT SAVINGS / INVESTMENTS

Details	Financial Institution	Amount €

GUARANTOR DECLARATION

I authorise the credit union to make whatever enquiries are deemed necessary to process this application. I am not indebted to any credit union, bank or loan agency either as borrower or guarantor, except as stated above. The statements herein are made for the purpose of obtaining the loan and are true to the best of my knowledge and belief. I have requested staff assistance in completing this application ☐

Guarantor's Signature:

Print name: _____

Tel Home: _____

Mobile: _____

Email: _____

Spouse / Partner Mobile: _____

"The information which is held on the ICB database relates to credit agreements between these ICB members and their customers/members. A condition of such agreements is that the customer/member agrees that the financial institution/credit union may use the data supplied for the purpose of credit checking. Consequently, where an individual enters a credit agreement with an ICB member, details of the individual's performance in complying with the terms of the agreement are input to the ICB "credit file" database, which may be accessed by all member institutions of ICB. Each time a person applies for credit from an ICB member, that institution accesses the ICB's "credit file" to ascertain the applicant's performance under any previous credit agreements with ICB members.

In addition to paragraphs 1 and 2 above,I further consent to and authorise the Credit Union to process and retain data provided by me in respect of this application, to seek and provide credit references (searches), to record details of any transaction relating to a loan or other credit which may result from this application with the Irish Credit Bureau (ICB) for a period of 5 years from the date of closure of the loan and ICB to record, retain and disclose to its members details of such searches for a period of one year. I acknowledge that the Credit Union and/or the ICB are permitted to disclose any material misstatement of fact contained in the application for financial accommodation to its members and relevant bodies. I consent to any such application being processed, recorded and retained by ICB.

Please note that you have the right to access personal data held about you by the Credit Union and to correct any inaccuracies in such data.

Guarantor's Signature:

Print Name: _____

Witnessed by: _____

Date: _____

CONTACT AUTHORISATION:

I consent that Letterkenny Credit Union can contact me from this date forward via SMS text/email and fax in relation to my account.

Guarantor's Signature:

Date: _____

CONSENT TO USE AND DISCLOSURE/DATA PROTECTION ACTS

Consent to use and disclosure/Data Protection Acts, 1988 and 2003 and Section 71 of the Credit Union Act, 1997

I understand that under the Data Protection Acts, 1988 and 2003 (the "DPA"), my consent may be required for the credit union to process personal data that it may have in its possession concerning me (including disclosure to third parties). I note that this personal data may include sensitive personal data, such as data about my health, within the meaning of the DPA, the processing of which requires my explicit consent. I also understand that under Section 71 of the Credit Union Act, 1997, the credit union, subject to exceptions listed in the Section, shall not disclose or permit to be disclosed, without my consent, any information that concerns an account or transaction of mine with the credit union.

Giving your consent

For the purpose of assessing my application for a loan and generally for administering and monitoring any accounts I have with the credit union:

I consent:

- (i) to you seeking information concerning applications for loans and my credit history from the date of my original consent from any other credit union and for that purpose you may disclose any relevant information in this loan application to any such other credit union;
- (ii) to any other credit union disclosing information to this credit union concerning applications for loans and my credit history from the date of my original consent with any such other credit union;
- (iii) to you disclosing any information in my application or in respect of any account or transaction of mine with the credit union from the date of my original consent to authorised officers or employees of the Irish League of Credit Unions for the purpose of fulfilling requirements under the Savings Protection Scheme if such a scheme is operated on behalf of the credit union by the Irish League of Credit Unions; and
- (iv) to you disclosing any information in my application or in respect of any account or transaction of mine with the credit union to authorised officers or employees of ECCU Assurance Company Limited for the purpose of provision of insurance cover, which may apply, subject to the terms and conditions of cover provided by ECCU Assurance Company Limited to the credit union as policyholder; and
- (v) to the processing of any information relating to me, either contained in this form or any other form or application, for the purpose of assessing this application and administering any accounts I maintain with the credit union.

Correspondence

For convenience, it may be necessary for the credit union to contact you via email or text message. Please note the credit union maintains the right to contact you by such means as best available to it in relation to a non-performing loan or outstanding debt to the credit union.

Marketing

From time to time, the credit union would like to inform you of goods, services, competitions and or/ promotional offers available from the credit union and carefully selected third parties which may be of interest to you.

We do not give your details directly to the 3rd party.

The use of your details for marketing purposes will depend on the preferences that you express below:

☐ **Opt-In (Marketing by email, text message and fax)**

We consent to the credit union, informing us of goods or services, competitions and promotional offers that may be of interest to us by email, text message or fax available from the credit union and carefully selected third parties.

☐ **Opt-Out (other forms of marketing)**

Please tick the box opposite if you do not want the credit union to inform you by phone or letter of goods, services, competitions and promotional offers that may be of interest to you that are available from the credit union and carefully selected third parties.

Please note that you have the right to access personal data held about you by the credit union and to correct any inaccuracies in such data.

Signature of Guarantor _____

Witnessed by _____

Date (DD/MM/YYYY) _____