

Appendix D - Approval Letter Template

Date:
Contact:
Telephone:
Email:



Dear *Name of applicant*

Re: Your Corporate Rent Guarantor Scheme Application

Following your recent application to Southampton City Council's Corporate Rent Guarantor Scheme, I am pleased to inform you that the Council will be able to act as your guarantor on this occasion.

Your Personal Advisor will be in contact shortly to confirm the next steps to complete to ensure we can act as your guarantor as soon as possible.

I would like to wish you well on this important step to independence.

Yours sincerely,

**Head of Service, on behalf of the Pathways Through Care Team
Southampton City Council**

Appendix E – Decline Letter Template



Date:
Contact:
Telephone:
Email:

Dear *Name of applicant*

Re: Your Corporate Rent Guarantor Scheme Application

Following your recent application to Southampton City Council's Corporate Rent Guarantor Scheme, I am very sorry to inform you that the Council will be unable to act as your guarantor on this occasion.

I know this will be disappointing for you and your Personal Advisor. Your Personal Advisor will be in contact shortly to discuss the reasons why we are unable to act as your guarantor. Your PA will be able to outline your alternative housing options and support you in addressing your housing needs.

Yours sincerely,

**Head of Service, on behalf of the Pathways Through Care Team
Southampton City Council**