

# PROPERTY LETTING CENTRE COMMERCIAL APPLICATION FORM

THE PROPERTY YOU WANT TO RENT.

ADDRESS

Application Fee (Non Refundable)	£ POA
Monthly Rent	£
Deposit	£
Lease Fee	£ POA
<b>TOTAL</b>	£

POST CODE

# Commercial Tenancy Application

A separate application is needed for each applicant or joint applicant for a new commercial lease or the assignment of an existing lease.

To avoid delays please give full details - this form **MUST** be completed prior to carrying out credit searches

## Prospective Commercial Tenant Details:

Trading Status:	Sole Trader?	Partnership?	Limited Company?
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Answer Yes or No

Existing Business?

New Business?

VAT Registration Number:

[ ]

Title: Mr Mrs Ms Dr Revd:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Address:

Post Code:

Time spent at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

e-mail address:

## Identification (Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's Licence Number:

Passport Number:

**Status:** Single [ ] Married [ ] Divorced [ ] Widowed [ ] Living with Partner [ ]

(tick box)

House owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ]

Living with relatives or friends [ ] (tick box)

**Answer clearly – write Yes or No ?**

County Court Judgements?

Bankruptcy?

Criminal Convictions?

Administration Orders?

If yes to any of these, please give full details over...

**Previous Addresses** – full addresses for last **three years** including postcodes, dates, and reasons for moving – continue over if necessary...

**Present Business Landlord** [ ] or, Letting Agent [ ] Managing Agent [ ]

(tick a box)

Name:

Telephone:

Full Address:

Post Code:

**Accountant:**

**Solicitor:**

Name:

Full Address:

Full Address:

Post Code:

Post Code:

Telephone:

Telephone:

**Present Occupation:** Employed  Self-Employed  On-Contract  Retired  Un-employed  Student  Independent Means  (tick box)

**Employer:**

Line Manager or other contact:

Address:

Post Code:

Date started this employ:

Employer Telephone:

Fax:

Email:

Employee Ref No:

Position Held:

**Gross Annual Earnings £**

Your work Fax:

Your work Telephone:

Your work email:

Is your employment permanent?

Do you plan to change employment soon?

**Previous Occupation** (if less than 3 years):

Employer:

Line Manager or other contact:

Address:

Post Code:

Date started this employ:

Telephone:

<b>Bank or Building Society Details:</b>	Bank Branch Name:
Bank or Society Current A/c Name:	Bank Address:
	Post Code:
Account Number:	Sort Code:
<b>Surety Guarantor / Character Referee</b>	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
<b>Trade Reference 1</b>	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	

**Trade Reference 2**

Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	

<b>Proposed Joint Tenants:</b>
(Please give full names, addresses and occupations – please note a separate application is needed for all joint tenants)
Continue over if necessary...
<b>Partners:</b>
(Please give full names, addresses and occupations – please note a separate application is needed for all joint tenants)
Continue over if necessary...
<b>Limited Company Name:</b>
<b>Trading Name if different:</b>
<b>Full Address of Registered Office:</b>
<b>Full Trading Address if different:</b>

Company Registration Number:	Date of Registration:
Full Names and Addresses of all Directors:	
Continue over if necessary:	
A company will be required to put forward 2 directors as guarantors on the tenancy.	

I apply for a **Commercial Tenancy** at: (full description and address of property)

For a period of:

The rental amount is £ \_\_\_\_\_ payable monthly/quarterly in advance by Cheque /  
Standing Order

I will pay one month's rent in advance plus a security deposit of £ \_\_\_\_\_ and an administration  
fee of £ \_\_\_\_\_ (cheques must be cleared before entry)

Tenants should take out their own business and contents insurance

I believe the information provided here to be true and authorise the landlord or agent to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the lease agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent.

Signature of Applicant:

Date:

Print full name in block capitals: