

## 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: Answer Yes or No	Sole Trader?	Partnership?	Limited Company?
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:			
<b>Identification</b> (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:	
<b>Status:</b> Single [ ] Married [ ] Divorced [ ] Windowed [ ] Living with Partner [ ] (tick box)			
House owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ] Living with relatives or friends [ ] (tick box)			
<b>Answer clearly – write Yes or No ?</b>	County Court Judgements?	Individual Voluntary Agreement?	Bankruptcy?
Administration Orders?	If yes to any of these, please give full details over...		

**Previous Addresses** – full addresses for last **three years** including postcodes, dates – 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:

<b>Present Occupation:</b> Employed [ ] Self-Employed [ ] On-Contract [ ] Retired [ ] Un-employed [ ] Student [ ] Independent Means [ ] (tick box)	<b>Employer:</b>
Line Manager or other contact:	Address:
	Post Code:
Date started this employ:	Employer Telephone:
Fax:	Email:
Employee Ref No:	Position Held:
<b>Gross Annual Earnings £</b>	Your work Fax:
Your work Telephone:	Your work email:
Is your employment permanent?	Do you plan to change employment soon?
<b>Previous Occupation</b> (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:	
<b>Trade Reference 2</b>	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	

**Proposed Joint Tenants:**  
(Please give full names, addresses and occupations – please note a separate application is needed for all joint tenants)

Continue over if necessary...

**Partners:**  
(Please give full names, addresses and occupations – please note a separate application is needed for all joint tenants)

Continue over if necessary...

**Limited Company Name:**

**Trading Name if different:**

**Full Address of Registered Office:**

**Full Trading Address if different:**

**Company Registration Number:**

**Date of Registration:**

**Full Names and Addresses of all Directors:**

Continue over if necessary:

A company may be required to put forward 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 [ period \_\_\_\_\_ ]  
in advance by Cash / Cheque / Standing Order / Direct Debit

Security deposit required: £ \_\_\_\_\_ Administration fee required £ \_\_\_\_\_  
(cheques must be cleared before entry)

Tenants must 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 on individuals and company checks.

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) 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:

\_\_\_\_\_