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# Company Application

**PLEASE COMPLETE THIS APPLICATION IN BLACK INK AND BLOCK CAPITAL LETTERS**

The property you are applying for

Address: \_\_\_\_\_

Total monthly rent: \_\_\_\_\_ Intended date to move in: \_\_\_ / \_\_\_ / \_\_\_\_\_

Number of tenants residing at the property (if known) \_\_\_\_\_

Length of tenancy: 6 months (standard)  12 months + (to be confirmed with the landlord)

Full company name: \_\_\_\_\_

Company registration number: \_\_\_\_\_ Formation date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Entity: Sole trader  Partnership  Limited  Plc  Other  (please specify) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Address status: Registered Office  Commercial Tenant  Owner  Other

*If your current trading address has been for less than 3 years please complete the previous addresses.*

Previous address 1: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Previous address 2: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Current rental information (to be completed with the details of who you pay rent to)

Name of agent / landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Tenancy: From \_\_\_\_\_ to \_\_\_\_\_ Rent: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Accountant information

Accountant: \_\_\_\_\_ Contact: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Accountant's address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Director information

Full name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Full name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Full name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

*If more directors please complete on an additional sheet.*

Declaration:

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to Evans Lee and the prospective landlord and may be accessed again should the company default on rental payments or apply for a new tenancy in the future. I agree that Premier Tenant Referencing may search the files of a credit agency and keep a record of that search. I understand that the company may request the name and address of the Credit Reference Agency to whom it may then apply for a copy of the information provided. I understand that in the event of the company defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency. I understand that in the event of any default by the company in respect of the covenants in its tenancy agreement with its landlord, the information contained herein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace the Company's whereabouts. I confirm that I am a Director of the applicant company or an authorised employee and am duly authorised to make this declaration on its behalf. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future applications for tenancies, insurance or credit. The details provided will be held by Premier Tenant Referencing and Evans Lee and may be used by us or passed to carefully selected third parties to keep you up to date on products and services of organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

**By signing below I am signing on behalf of the company, confirm I have read the above and agree that the company will be bound by these terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Position: \_\_\_\_\_