

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:			
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 [<input type="checkbox"/>] Married [<input type="checkbox"/>] Divorced [<input type="checkbox"/>] Windowed [<input type="checkbox"/>] Living with Partner [<input type="checkbox"/>] (tick box)			
House owner [<input type="checkbox"/>] Council Tenant [<input type="checkbox"/>] Private Tenant [<input type="checkbox"/>] Lodger [<input type="checkbox"/>] Living with relatives or friends [<input type="checkbox"/>] (tick box)			
Answer clearly – write Yes or No ?	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:

Bank or Building Society Details:	Bank Branch Name:
Bank or Society Current A/c Name:	Bank Address:
Account Number:	Post Code: Sort Code:
Surety Guarantor / Character Referee	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
Trade Reference 1	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
Trade Reference 2	
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.

