

**COMMERCIAL APPLICATION FORM**



**Property**

|  |  |                         |  |
|--|--|-------------------------|--|
| <b>Property Address:</b><br><i>inc postcode:</i> |  |                         |  |
| <b>Rent:</b> <i>(per annum)</i>                  |  | <b>Length of Lease:</b> |  |
| <b>Commencement Date:</b>                        |  |                         |  |
| <b>Proposed use:</b>                             |  |                         |  |
| <b>Any other relevant terms:</b>                 |  |                         |  |

**Company Details**

|                                   |  |                    |  |
|-----------------------------------|--|--------------------|--|
| <b>Company Name:</b>              |  |                    |  |
| <b>Registered Office Address:</b> |  |                    |  |
| <b>Status:</b>                    | Limited Company / Partnership / Sole Trader <i>(indicate as appropriate)</i> |                    |  |
| <b>Registration Number:</b>       |  | <b>VAT Number:</b> |  |
| <b>Telephone:</b>                 |  | <b>Mobile:</b>     |  |
| <b>Email:</b>                     |  | <b>Website:</b>    |  |

**Main Contact Details**

|                   |  |                             |  |
|-------------------|--|-----------------------------|--|
| <b>Name:</b>      |  | <b>Position in Company:</b> |  |
| <b>Telephone:</b> |  | <b>Mobile:</b>              |  |
| <b>Email:</b>     |  |                             |  |

**Identity** *(of main Contact)*

|  |             |                          |                 |                          |                |                          |
|--|-------------|--------------------------|-----------------|--------------------------|----------------|--------------------------|
| <b>Copy Documents Required:</b> <i>(tick if attached):</i> | Council Tax | <input type="checkbox"/> | Utility Bill    | <input type="checkbox"/> | Bank Statement | <input type="checkbox"/> |
|  | Passport    | <input type="checkbox"/> | Driving Licence | <input type="checkbox"/> | Other (state)  |                          |

*List details of all other Directors/Shareholders/Partners (continue on separate sheet if required)*

| Name | Position |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |

|  |                              |                              |                          |
|--|------------------------------|------------------------------|--------------------------|
| <b>Bank Details</b>  |                              |                              |                          |
| <b>Bank Name:</b>  |                              |                              |                          |
| <b>Branch Address:</b>   |                              |                              |                          |
| <b>Sort Code:</b>  |                              | <b>Account Number:</b>       |                          |
| <b>Telephone:</b>  |                              | <b>Bank Contact/Manager:</b> |                          |
| <b>Landlord's Reference</b>  |                              |                              |                          |
| <b>Name:</b>   |                              |                              |                          |
| <b>Address:</b>  |                              |                              |                          |
|  |                              | <b>Postcode</b>              |                          |
| <b>Telephone:</b>  |                              | <b>Office:</b>               |                          |
| <b>Mobile:</b>   |                              | <b>Fax:</b>                  |                          |
| <b>Email:</b>  |                              |                              |                          |
| <b>Business Reference</b>  |                              |                              |                          |
| <b>Name:</b>   |                              |                              |                          |
| <b>Address:</b>  |                              |                              |                          |
|  |                              | <b>Postcode:</b>             |                          |
| <b>Telephone:</b>  |                              | <b>Office:</b>               |                          |
| <b>Mobile:</b>   |                              | <b>Fax:</b>                  |                          |
| <b>Email:</b>  |                              |                              |                          |
| <b>Accounts Reference</b>  |                              |                              |                          |
| <b>Is the company / business currently trading:</b>  | Yes <input type="checkbox"/> | No                           | <input type="checkbox"/> |
| If yes, please provide three years accounting records. If three years accounts are not available or if the company is a new venture, then a business plan and/or proof of sufficient funds to cover the rent payments will need to be provided. If the proposed tenant is a limited company and if the company is a new business or unable to demonstrate trading records for the last three years, then guarantees will be required from one or more directors. |                              |                              |                          |
| <b>Credit History</b>  |                              |                              |                          |
| Has the Company or any other Directors/Partners ever had any Debt Problems, (IVA/Court Judgments (CCJ), Bankruptcy. If yes, provide details  |                              |                              |                          |
|  |                              |                              |                          |
| Has the Company and/or any other Directors/Partners ever had any previous/current conviction. If yes, provide details.   |                              |                              |                          |
|  |                              |                              |                          |

|  |   |   |              |
|--|---|---|--------------|
| <b>Guarantor (if applicable)</b>   |   |   |              |
| <b>Name:</b>   |   |   |              |
| <b>Address:</b>  |   |   |              |
|  |   | <b>Postcode:</b>                                |              |
| <b>Occupation:</b>   |   |   |              |
| <b>Telephone:</b>  |   | <b>Office:</b>                                  |              |
| <b>Mobile:</b>   |   | <b>Fax:</b>                                     |              |
| <b>Email:</b>  |   |   |              |
| <b>Vehicle Details</b><br><i>(list all vehicles to be kept at the property, including cars, motor cycles, commercial vehicles, motor homes, boats, caravans etc)</i>   |   |   |              |
| <b>Type of Vehicle</b>   | <b>Make/Model</b>                           | <b>Registration Number</b>                      |              |
|  |   |   |              |
|  |   |   |              |
|  |   |   |              |
| <b>Additional Information</b>  |   |   |              |
|  |   |   |              |
| <b>Declaration and Authorisation</b>   |   |   |              |
| I/We apply for a tenancy as per this application. I/We confirm that the information provided is true and accurate and I/we authorise Land Factor to seek additional information and carry out ID/Money Laundering check, credit checks and referencing by contacting agencies, organisation and individuals as necessary. I/We confirm that any concerns have been raised with Land Factor and I/we understand that tenancies obtained with false information can be terminated. Completion of this application does not commit the Landlord/Agent or Tenant to a tenancy. |   |   |              |
|  |   |   |              |
| <b>Signature:</b>  |   |   |              |
| <b>Print Name</b>  |   | <b>Date</b>                                     |              |
| <b>Position:</b>   |   |   |              |
| <b>Fees</b>  |   |   |              |
| A documentation/administration fee of £150 plus VAT will be payable upon completion of a Tenancy Agreement, £50 of which is a non-refundable reference/administration fee payable immediately on request by Land Factor.   |   |   |              |
| <b>Received by Agent:</b>  |   | <b>Paid by Applicant(s):</b>                    | <b>Date:</b> |
|  |   |   |              |
| <b>For Office Use:</b>   |   |   |              |
| <i>Rent (pcm) £</i>  |   | <i>Commencement Date:</i>                       |              |
| <i>Term:</i>   |   | <i>Deposit required £:</i>                      |              |
| <i>Star disbursements:</i>   | <i>ID Check(s)</i> <input type="checkbox"/> | <i>Credit Check(s)</i> <input type="checkbox"/> |              |
| <i>File Reference:</i>   |   | <i>Job Number (Mandatory):</i>                  |              |