

In respect of you personally:			
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...		
Previous Home Addresses – full address for last three years including postcodes, dates, and reasons for moving:			
[1] Address Period of occupation To Owned by solely by the Applicant : Y [] N [] or : Jointly with another party: Y [] N [] or Rented: Y [] N [] If rented – Contact details of landlord or managing agent:			
[2] Address Period of occupation To Owned by solely by the Applicant : Y [] N [] or : Jointly with another party: Y [] N [] or Rented: Y [] N [] If rented – Contact details of landlord or managing agent:			
[3] Address Period of occupation To Owned by solely by the Applicant : Y [] N [] or : Jointly with another party: Y [] N [] or Rented: Y [] N [] If rented – Contact details of landlord or managing agent:			
Present Business Landlord [] or Managing Agent [] (tick a box)			
Name:		Telephone:	
Full Address:		Have you ever had to forfeit a lease or left a premises before the end of the contractual term? If yes please give details;-	
Post Code;			
Your Business Accountant:		Your Business Solicitor:	
Contact Name:		Contact Name:	
Full Address:		Full Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
I / we confirm that LANDLES may contact our Accountant to seek a reference - please tick. ☐			

Bank or Building Society Details: PERSONAL – If new venture or Lease to be in name of Limited Company;	Branch Name: How long with this Bank / Building Society?
Account Name: Approximately how old is this Account?	Branch Address: Post Code:
Account Number:	Sort Code:
Bank or Building Society Details: BUSINESS - If an existing business	Branch Name: How long with this Bank / Building Society?
Account Name: Approximately how old is this Account?	Branch Address: Post Code:
Account Number:	Sort Code:
Business Reference e.g. a known local person / businessman etc. – that we may contact. Full Name: Address: Occupation: Post Code: Telephone:	
Trade Reference 1 – that we may contact. Full Name: Occupation: Address: Post Code: Telephone:	
Trade Reference 2 – that we may contact. 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)

Business Partners:

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

[1]

[2]

[3]

[4]

Limited Company Details:

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:

[1]

[2]

[3]

[4]

A Limited Company may be required to put forward Directors as guarantors on the tenancy.

Name/ address/email /tel of SOLICITOR you will be instructing to act on your behalf in respect of the lease:

ANY TRADING / BUSINESS HISTORY ? :

(Any background information will assist the landlord in their decision)

Is this to be a NEW Business / Venture?

YES/ NO

If yes, what is your background in this or previous businesses?

If an EXISTING business:

How long has this business been trading?

How long has the business been trading at your current premises?

If less than 3 years, where were you trading from before (please supply full address and post code)

Additional Information about the proposed tenants/guarantors:

[a] Do any of the proposed tenants not have permission to work in the UK?	Yes [☐]	No [☐]
[b] Do any of the proposed tenants of the property have diplomatic immunity?	Yes [☐]	No [☐]
[c] Are any of the proposed tenants of the property on the Violent and Sex Offenders Register?	Yes [☐]	No [☐]
[d] Have any of the proposed tenants of the property been convicted of a criminal offence which is not "spent" under the Rehabilitation of Offenders Act 1974 or the equivalent in another jurisdiction (Motoring excluded unless it resulted in a custodial sentence)?	Yes [☐]	No [☐]
[e] Have any of the proposed tenants ever been in rent arrears for either a commercial lease or residential tenancy?	Yes [☐]	No [☐]
- If yes, please give details:		
[f] Have any of the proposed tenants ever had a notice served for not fulfilling any obligation of a lease/tenancy agreement?	Yes [☐]	No [☐]

YOU WILL NEED TO BRING FOUR OF THE FOLLOWING DOCUMENTS (TWO FROM EACH GROUP) TO THE AGENTS:-

IDENTIFICATION DOCUMENTS – Commercial Tenancy Application

Full Name of Applicant:.....Date:.....

EVIDENCE of NAME DOCUMENTS (Two required, at least one with a photo – we require sight of original documents, plus good photocopies, or we require certified copies – see below)	Tick 2 Boxes
Valid Passport/ID Card – (2 or more passports if dual/multi nationality)	
Resident Permit or Work Permit – issued by the Home Office	
Letter from Employer or Payslips or Contract of Employment	
Current Full UK Driving Licence (photo)	
Birth Certificate or Marriage Certificate	
National Insurance Card or document confirming NI number	
Benefit Book (or original letter confirming benefits)	
Self-employed Tax Exemption Certificate – with photo	
Recent Inland Revenue Tax Notification	

EVIDENCE of ADDRESS DOCUMENTS (Two required, sight of originals or certified copies – all letters to show your current address in full)	Tick 2 Boxes
Bank or Building Society Statements (not older than 6 months)	
Local Authority Council Tax bill (current year)	
Utility bill (not older than 3 months) – not a mobile phone bill	
Mortgage Statement (most recent)	
Solicitor's letter (not older than 6 months)	
Current Tenancy Agreement	
Letter from current Landlord	
Benefit Book or letter from Benefits Agency (if not used above)	

We must have proof of personal identification (2 pieces) and evidence of current address (2 pieces) – 4 pieces in total – the same documents will not cover both.

If you are a **UK National** we can accept certified copies by: a UK Lawyer, Banker, Authorised Financial Intermediary, MCCB Regulated Mortgage Intermediary, Chartered Accountant, Teacher, Doctor, Minister of Religion, Post Master/Sub Post Master.

If you are a **Non UK National** we can accept certified copies of documents from: an Embassy, Consulate or High Commission of the Country of Issue, a Senior Official of a UK Employer, Lawyer or Attorney.

Certified Copies should be signed “original seen” and dated with full printed name, title/position, telephone or email contact and address of certifier

LANDLES Commercial Tenancy Application Form: *Applicants Declaration;*

I apply for a **Commercial Tenancy** at (address of property):-

NOTES:

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.
- Handle all information obtained in the 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.

Completing this form does not commit the prospective Tenant or Landlord to a tenancy.

I can confirm that:

- I have read the above and have raised any matters with the Landlord or Agent and;
- I have or will be taking my own independent legal advice in respect of the proposed lease so that I will be aware of the obligations and liabilities thereunder.

Signature of Applicant:

Date:

Print name :

Privacy Statement The *LANDLES Privacy Statement* which sets out how we deal with personal information we hold to perform our duties and contractual instructions is available to view at www.landles.co.uk or is available on request. By signing this agreement you confirm that you have read and understood this and agree to the Statement.

NB: Please complete and SIGN the attached Bank Status Enquiry Request Forms for both PERSONAL & BUSINESS ACCOUNTS (if required) and return with this form.

Bank Reference Enquiry & Customer Consent Form.**LANDLES**

Property:

Enquiry to: The Manager

Bank Name:

Address:

Sort Code:

Reference Enquiry from:**LANDLES**

Blackfriars Chambers | King's Lynn | Norfolk | PE30 1NY

Our ref:

Information Request on:-

Name of Customer:

Address:

ACCOUNT NO:

Please will you let us have your opinion as to the means and standing of the above named Customer and his/her trustworthiness and ability to meet a RENTAL PAYMENT of:-

RENT AMOUNT: £

(WORDS):

Customer Consent & Authorisation:

I/We (Customer) Consent to our Bankers, as above, providing a reference to us to LANDLES Chartered Surveyors. We also authorise our Bankers, herewith, to debit our account with the fee for providing this enquiry.

Signed:

Print name:

Date:

Date:

☐ **OR: BANK STATEMENTS - If your Bankers no longer provide bank references:**

Please supply last

[] 3 months Bank Statements /

[] 6 months if you are self-employed

with this Application Form. *pdfs or copies acceptable of a full statement.*

NOTE: Copies of bank statements may be required in addition to a standard bank reference as part of the referencing process.



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