



Residential Lettings

Company Let Application form

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they **must** also provide proof of identification.

The Landlords Letting Company, Charge, an 'Application Fee'. This fee is to cover the costs of processing your tenancy request, the fee once paid is non-refundable. Each individual tenant must complete an 'Application for Tenancy' and pay the application fee. NB: Where a guarantor is required, this may attract an additional charge.

If your application is successful you will have to pay a deposit. This deposit will be held by The Tenancy Deposit Protection Scheme. The deposit will not be returned until your tenancy is ended and only then provided your rent is paid in full and on the proviso that the household bills are paid (we may require proof) and the property is returned to our satisfaction. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You will be required to provide a suitable guarantor. You must also obtain a housing benefit claim form which you must bring with you when you sign the lease should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor, this must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Property

Property you wish to apply for: _____

Company Application for Tenancy:

About You:-

Company:- _____

Contact Trading Name : _____

Company Registration No:- _____

Company Address: _____ Tel:- _____

_____ Fax:- _____

_____ Mobile: _____

_____ Email:- _____

Postcode: _____

Years at Address: _____

(If less than 3 years complete

'Previous addresses section below)

Date Company formed: _____

Please give details of any adverse credit history: _____

Company Director Details:-

Title: Mr/Miss/Ms/Mrs/Other (*please Specify*) _____

Surname: _____ Forename: _____

Current Address: _____ Home Tel: _____

_____ Work Tel: _____

_____ Mobile: _____

_____ Fax: _____

Postcode: _____

Years at Address: _____ N.I. No: _____

(If less than 3 years complete

'Previous addresses section below)

Tax Code: _____

Date of Birth: _____

Email address _____

Trading Addresses

Address: (1) _____ (2) _____ (3) _____

 Postcode: _____

 How Long: _____

Additional Director/Partner Details:-

Title: Mr/Miss/Ms/Mrs/Other (please Specify) _____
 Surname: _____ Forename: _____
 Current Address: _____ Home Tel: _____
 _____ Work Tel: _____
 _____ Mobile: _____
 _____ Fax: _____
 Postcode: _____
 Years at Address: _____ N.I. No: _____
 (If less than 3 years complete)
 *Previous addresses section below) Tax Code: _____
 Email address _____

<i>Accountants Details</i>	
Company Name	
Contact Name	
Adress	
Postcode	
Tel No	
Fax No	
Dates	
E-mail	

Sub Tenants details

Please list anyone over the age of 18 that will be living with you:

Surname	Forename	Date of Birth	Position

Declaration all applicants are advised to read the following very carefully before signing:

I/we hereby confirm that the information provided by me/us is to the best of my/our knowledge true and I/we have no objections to the information being verified by whatsoever means are deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency, to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that C.A.R.L. Communications Ltd. or their agent may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that in the event of my/our defaulting on the rental agreement that any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information provided above will be used to assess my application for tenancy. I /we understand that should a tenancy be granted and information provided is found to be false that will be grounds for the landlord or his agent to terminate the tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful. I/we confirm that the deposit required is available and understand that withdrawal from this application may be seen as a breach of contract and I/we hereby agree to compensate the landlord or agent for any cost incurred as a result of our withdrawal.

Applicants Signature: _____

Date: _____