



# Commercial Tenancy Application

(See Page 8 for Instructions)

Block CAPITALS will reduce errors

Use Black Ink or Type

Giving full details will avoid delays

## 1 Landlord / Agent Details – please return completed form to:

Landlord / Agent's Name & Address with Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

Date of issue dd/mm/yyyy

## 2 The Property Details (The Rental Property)

Address of Rental Property including Post Code

Description (type) of Rental Property

Rent Payment Period

Rent Payment Method

Tenancy Initial Term (months)

Proposed Tenancy Start Date dd/mm/yyyy

Tenancy Type (e.g. Commercial or Mixed Use)

Proposed Number of Tenants

Total Rent per calendar month (PCM)

Rent for this Applicant (PCM)

Deposit Amount if Applicable

Administration Fee if Applicable

Who is Responsible for Council Tax, Utilities and other Charges?

Proposed Tenant's Full Name

Guarantor's Full Name (if applicable)

**3 & 4 Applicant (Tenant's or Guarantor's) Personal Details**

Title	First Name	Initials	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any Previous Names in Full		Gross Annual Income	
<input type="text"/>		<input type="text"/>	
Date of Birth dd/mm/yyyy	Place / Country of Birth	National Insurance Number (or equivalent)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Present Address including Post Code			
<input type="text"/>			
Time at this address?	Status: Home Owner-Mortgage / Renting / Living with Relatives?	Single / Married etc?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Telephone Number	Mobile Number	Work Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address			
<input type="text"/>			
Ongoing Financial Commitments?*		Debt Problems: IVA/CCJ/Bankruptcy?*	
<input type="text"/>		<input type="text"/>	
Any previous Evictions?*			
<input type="text"/>			

\*Please provide details – continue section 13 if necessary

**Identity Documents (Suggested documents to be seen and verified by the Landlord or Agent)**

Passport with next of kin details seen + photocopy	or	Driver's Licence seen + photocopy
<input type="text"/>		<input type="text"/>
Utility Bills seen – present address, (less than 3 months old)	or	Bank Statements seen (less than 3 months old)
<input type="text"/>		<input type="text"/>

You can Download a full ID Certificate Form, other Forms and Tenancy Notices from the TenantVERIFY website

**5 Applicant's Previous Residential Address/s (up to 4 years)\***

Previous Address 1 with Post Code – include the date you left this address\*

Previous Address 2 with Post Code - include the date you left this address\*

Previous Address 3 with Post Code - include the date you left this address\*

**Additional Tenants' or Residents' (joint tenants or sharers) on this tenancy**

Full Names of all additional tenants / residents	Share of Rent?	Relationship to applicant	Age (under 18s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide further details if necessary - section 13

**6 The Business Details – if the applicant's business is a Firm or Partnership**

Business Name, Trading Name and Full Current Address including Post Code

Existing or New Business?

Number of Years Trading?

Use Class if Known?

No of Employees?

Nature of Existing or Proposed Business

**7 Limited Company Details – if the applicant's business is a Limited Company**

Company Name, Trading Name/s and Company Registered Office Address

Company Number

VAT Number?

No of Directors?

No of Employees?

Nature of Existing or Proposed Business

**8 Applicant's Present Landlord or Agent (if applicable)**

Landlord or Agency name and address including Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail address

**9 Applicant's Accountant - Self-Employed – Income Referee**

Name and Address of Accountant including Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

**10 Applicant's Solicitor**

Name and Address of Solicitor including Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

**Trade References (Optional)**

Trade Referee 1 (Firm/Company Name &amp; Address)

Trade Referee 2 (Firm/Company Name &amp; Address)

Contact Name / Job Title

Telephone Number

Contact Name / Job Title

Telephone Number

E-mail Address

E-mail Address

**Character Referee (Optional) – Professional person – not a relative – known for 3 years**

Name, Address and Occupation of character referee including Post Code (when retired include previous occupation)

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

**Guarantor (if applicable)\***

Name and Address of Guarantor including Post Code

Occupation (when retired include previous occupation)

Employed/Self-Employed/Retired



Telephone Number

Mobile Number

Office Number

Fax Number





E-mail address

\*Separate credit checks and referencing required for Guarantors

**11 – Applicant's Bank or Building Society Details**

Bank or Building Society Name and Address including Post Code

Account Name

Sort Code

Account Number



**12 – Applicant's Employment (if applicable) – Employer as Referee**

Name and Address of Employer Organisation including Post Code

Date Started dd/mm/yyyy

Present Position / Job Title / Employee No

Employer Referee, Name and Position




Referee Telephone Number

Mobile Number

Office Number

Fax Number





E-mail address

**13 – Additional Information as required for this applicant – add continuation sheet if necessary**

Giving full details will avoid delays

Note: Some of the information supplied on this form is purely for the benefit of the Landlord/Agent and is not needed or necessary to carry out the Credit Checks & Referencing.

**14 – General Guidance**

**Tenants:** The details supplied here will be checked using recognised credit reference agencies for tenant selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws. Tenants can obtain copies of their own credit records by applying personally to the main credit reference agencies. To avoid delays tenants should provide full contact details and get prior consent from referees and guarantors (if applicable) – **at least 2 referees will be required** for Comprehensive Checks.

Tenants should be aware that defaulting on their tenancy obligations could mean that information is sought or released (per s35 DPA 1998), including Housing Benefit enquiries, if required by the courts or those so authorised, and could affect any future applications for tenancies, finance or insurance.

**Landlords / Agents:** this is an individual application, for guarantors and/or additional tenants you need a separate application. Landlords/agents should ensure that guarantors have seen and approved the lease / tenancy agreement and signed a guarantor agreement (signed as a deed) prior to the tenancy commencement.

For residential tenancies, any deposit monies taken must be protected and the tenant served notice by a (Tenancy Deposit Scheme) statutory (s213) notice within 30 days.

Landlords and Agents **MUST** keep and securely store a signed copy of this form, in accordance with the principles of the Data Protection Act 1998, as evidence that the tenant has authorised credit checks and referencing.

By submitting this application Landlords / Agents accept these <http://www.tenantverify.co.uk/terms.htm> terms and conditions.

**Security:** TenantVERIFY® is registered under the Data Protection Act 1998 - Registration Number ZA013861. TenantVERIFY® is a SafeBuy Member - Web Code of Practice. TenantVERIFY® uses COMODO Secure Socket Layer (SSL) Authentication. TenantVERIFY® uses NetBanx Secure Payment systems.

**15 – Declaration and Authorisation**

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate, and I authorise the landlord or agent and TenantVERIFY® to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. I confirm that I have raised any concerns with the landlord or agent and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the landlord or tenant to a tenancy.

Print off & Sign or Type here for e-signature

Print Your Name

Date

Completing and returning this form when you received it by e-mail:

- 1 - Print off and complete by hand, sign and return to landlord/agent by post, fax or scan and e-mail, or
- 2 - Complete by typing, save as a .pdf document to your computer and e-mail by return as an attachment.

**Instructions: the TenantVERIFY Process**

Landlords and Agents must Register for a **User Account**. When you receive the completed Tenancy Application Form, login to your account and enter the details on-line as required.

**Landlords and Agents:**Sending the Form by e-mail – this is the quickest method

Download the **Tenancy Application Form** from our website and complete sections:

- (1) the Landlord / Agent's Details, and
- (2) the Rental Property and Tenancy Details.

Save the completed form to your computer.

E-mail the form as an attachment, to your tenant.

Your tenant (or guarantor) can type out the form and return it via e-mail or by post.

Alternatively your tenant can print off, hand write, scan and e-mail by return.

Sending the form by post

- Download the form.
- Complete sections 1 & 2
- Save to your computer and print it off
- Post or hand the form to your prospective tenant or guarantor
- If there are multiple tenants, give each of them a form.

**Tenants (Applicants):**Returning the Form by e-mail – this is the quickest method

Open the attached .pdf form you received via e-mail from the Landlord or Agent.

Type in your details and save the completed form to your computer.

e-sign and e-mail the form as an attachment, back to the landlord / agent.

Returning the form by post or by scan and e-mail return

- Open the attached .pdf form you received via e-mail from the Landlord or Agent
- Type in your details and save the completed form to your computer
- Print off the form, sign by hand and return by post or scan and e-mail
- Alternatively, print off the blank form, complete (PRINT) and sign by hand, post by return or scan then e-mail by return.