


**REFERENCING SERVICE
COMPANY APPLICATION FOR TENANCY**

1501091

Oakley Box Estate Agents

145 New Union Street
Coventry

CV1 2PH

All boxes marked are **MANDATORY** and we are unable to proceed without the information.

1. SERVICE, PROPERTY AND LANDLORD DETAILSThis section should be completed by the **LETTING AGENT**

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Comprehensive Plus	<input type="checkbox"/>		
Extra (6 months)	<input type="checkbox"/>	Advantage (6 months)	<input type="checkbox"/>
Extra (12 months)	<input type="checkbox"/>	Advantage (12 months)	<input type="checkbox"/>

Address of property to be let:

Postcode:

Total rent for this per month
property: £

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

2. COMPANY DETAILSThis section should be completed by the **COMPANY**

Full Company Name:

Contact Name: Contact Position:

Company Registration Number: Date of Company Formation:

Current Business Address:

Postcode:

Period at address: Years Months

Telephone: Fax:

Email:

Do you own the property? Yes No

Commercial Tenant? Yes No

Has the company adverse credit history?
If YES, please detail on a separate sheet. Yes No



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3. HOLDING COMPANY DETAILSThis section should be completed by the **COMPANY**

Full Company Name:		<input style="width: 100%;" type="text"/>	
Contact Name:	<input style="width: 50%;" type="text"/>	Contact Position:	<input style="width: 50%;" type="text"/>
Company Registration Number:		<input style="width: 100%;" type="text"/>	
Current Business Address:			
<input style="width: 80%;" type="text"/>		Postcode:	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Period at address:	<input style="width: 10%;" type="text"/> Years	<input style="width: 10%;" type="text"/> Months	
Telephone:	<input style="width: 80%;" type="text"/>		Fax: <input style="width: 100%;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		

**4. MANAGING AGENT DETAILS
(FOR PREVIOUS OR EXISTING COMPANY LETS)**This section should be completed by the **COMPANY**

Name of Managing Agent (if applicable):		<input style="width: 100%;" type="text"/>	
Address:			
<input style="width: 80%;" type="text"/>		Postcode:	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Telephone (day):	<input style="width: 50%;" type="text"/>	Telephone (evening):	<input style="width: 50%;" type="text"/>
Fax:	<input style="width: 50%;" type="text"/>	Email:	<input style="width: 50%;" type="text"/>
<small>If property not held for the last three years, please provide address(es) and dates of occupation, attaching a separate sheet if necessary.</small>			
Address 2:			
<input style="width: 80%;" type="text"/>		Postcode:	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Period at address:	<input style="width: 10%;" type="text"/> Years	<input style="width: 10%;" type="text"/> Months	

5. ACCOUNTANT / AUDITOR DETAILSThis section should be completed by the **COMPANY**

How long has this accountant / auditor acted for you?:		<input style="width: 10%;" type="text"/> Years	<input style="width: 10%;" type="text"/> Months
Company Name:	<input style="width: 50%;" type="text"/>	Contact Name:	<input style="width: 50%;" type="text"/>
Address:			
<input style="width: 80%;" type="text"/>		Postcode:	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Telephone:	<input style="width: 80%;" type="text"/>		Fax: <input style="width: 100%;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		



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6. SOLICITORS DETAILS

This section should be completed by the **COMPANY**

Practice Name: Contact Name:

Address:

Postcode:

Telephone: Fax:

Email:

7. PROPRIETOR / PARTNERS / DIRECTORS DETAILS (please specify)

This section should be completed by the **COMPANY**

Name:

Address:

Postcode:

Telephone (day): Date of Birth:

Trade Reference (1) Name:

Address:

Postcode:

Telephone (day): Date of Birth:

Trade Reference (2) Name:

Address:

Postcode:

Telephone (day): Date of Birth:

Please continue on a separate sheet for additional proprietors / partners / directors.



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8. PROPOSED OCCUPIER DETAILS

This section should be completed by the **COMPANY**

Name(s):

Position in company:

Marital Status: Single Married Divorced / Separated Other

Are they smokers? Yes No

Do they have any pets? Please Detail:

Names and ages of any children who will be occupying the property:

Nationality:

Who will pay the utility bills? The Occupier The Company

9. DECLARATION

This section should be completed by the **GUARANTOR**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should the company default on it's rental payment or apply for a new tenancy agreement in the future. I agree that Premier HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that the company may request the name and address of the Credit Reference Agency to whom it may then may then apply for a copy of the information provided. I understand that information provided by me may be transferred to a country outside the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Premier HomeLet will remain the Data Controller for the purposes of this application.

I also understand that in the event of the company defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by the company in respect of the covenants in its tenancy agreement with its landlord, the information contained herein may be disclosed to HomeLet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace the company's whereabouts. I also that the assessment of this application presumes that at some time during the tenancy agreement, the company may be granted or allowed some form of deferred payment.

I confirm that I am a Director of the applicant company and am duly authorized to make this declaration on its behalf.

For and on behalf of the company:

Signed

Name Date

Position held

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

HomeLet is a trading name of Hanover Park Services plc and Hanover Park Commercial Ltd Registered address: Phoenix House, 11 Wellesley Road, Croydon, CR0 2NW Company Registration No: 04194617 & 03135797