



## COMPANY APPLICATION FORM

The application form presented to you at the viewing must be returned to our office within twenty-four hours once the holding deposit has been paid. If it has not, the property will be put back on the market and we will start showing other prospective tenants.

If any additional jobs are required prior to commencement of tenancy they need to be put into writing when handing in the application.

### WHAT WE REQUIRE FROM YOU

- Proof of contents insurance with accidental damage to landlords possessions
- Accounts reference or other written proof of financial stability of company.
- Bank reference
- Proof of identification of all named tenants on the agreement: 1 = photo identification & 1 = proof of residency (bank statement is not sufficient)
- Before moving into the property we will require rent in advance and a bond as agreed on application, £150.00+VAT lease fee and £250.00+VAT for checking references
- All funds must be cleared before keys are handed over. If transferring to our bank or paying by company cheque please allow five working days for clearance. Preferred method of payment is banker's draft.

### DECLARATION

I hereby confirm that I have read and understood the above requirements for renting a property through Matthew James Property Services. I understand that the holding deposit I have paid is non-refundable and will be withheld if I do not take a property for whatever reason and that it may be withheld if I do not pay all outstanding funds within seven days of application (unless otherwise agreed in writing). I understand that if the landlord rejects my application before referencing I will receive a full refund of the holding deposit. The application for this property is subject to references and contract. It is not an offer of tenancy.

### 1. DETAILS OF APPLICATION

Property		Proposed Rent		Length of lease	
Proposed move in date		Bond		Fee's	
				Balance Due	

### 2. COMPANY DETAILS

Full Company Name					
Contact Name					
Contact Position					
Registration no. of Company			Date Company Formed		

Name Printed	Signed	Date

**2. 1 COMPANY DETAILS CONTINUED**

Current Business Address					
	Postcode		Period At Address	/	Years / Months
Telephone			Email Address		
Do You Own The Property?	Yes / No		Commercial Tenant?	Yes / No	
Has The Company any Adverse Credit History	Yes / No		(If yes please detail on a separate sheet)		

**3. IF THE COMPANY IS A SUBSIDIARY, PLEASE GIVE DETAILS OF HOLDING COMPANY**

Name			Registration No.		
Address				Postcode	
Telephone			Email		

**4. MANAGING AGENT OF YOUR CURRENT RESIDENTIAL PROPERTY (IF APPLICABLE)**

Name			Address			
				Postcode		
Telephone (day)			Telephone (eve)			
If property not held for last three years, please provide previous address(es) and dates of occupation, attaching a separate sheet if necessary						
Address (2)						
		Postcode	Period at address		Years	Months

**5. ACCOUNTANTS / AUDITORS DETAILS**

Company Name			Contact Name / Position			
Address					Postcode	
Telephone			How long have this company acted for you?			

**6. SOLICITORS DETAILS**

Practice Name			Contact Name / Position			
Address					Postcode	
Telephone			Email			

**7. BANK / BUILDING SOCIETY CURRENT ACCOUNT ONLY**

Name			Address			
Postcode		A/c Name		A/c No.		Sort

**8. FULL NAMES OF PROPOSED OCCUPIERS**

Ages of Children		Number of Smokers		Any Pets		Breed
Occupiers Nationality			Utility Bills To Be Paid By	Occupier / Company		

**9. PROPRIETOR / PARTNERS / DIRECTORS DETAILS (please specify)**

Name				Address		
					Postcode	
Date of Birth				Telephone		
Trade Reference (1) Name				Address		
Postcode		Telephone			Email	
Trade Reference (2) Name				Address		
Postcode		Telephone			Email	

**10. ANY OTHER RELEVANT INFORMATION**

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**11. LIST OF ANY REPAIRS OR REQUESTS**

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**12. DECLARATION**

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 its rental payment or apply for a new tenancy agreement in the future. I agree that the Agent 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 I may request the address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, the Agent 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 Reference 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 my tenancy agreement with its landlord, the information contained herein may be disclosed to one or more tracing companies and / or debt collection agencies in order to recover any monies due or to trace the companies whereabouts. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may effect any future application for tenancies, credit or insurance and 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.

**FOR AND ON BEHALF OF THE COMPANY**

PRINT NAME			SIGN	
POSITION HELD			DATE	

I hereby authorize the above named Bank or Building Society to respond to status enquiries made in respect of this application.  
I confirm that I am a director of the applicant company and am duly authorised to make this declaration on its behalf