



LETTING & PROPERTY MANAGEMENT

## **NOTES FOR COMPANY APPLICANTS**

It is vitally important that a representative of the Company have read and fully understand the following procedure prior to submitting an application:-

Once a suitable property has been selected, the property **cannot be held** until such time as a Company Application Form and application fee has been received :-

**The application fee is non- refundable and is not deducted from your initial monies which are your first months rent and deposit.**

### **LETTER OF INTENT**

- In addition to the completed application form and fee, we require a letter of intent from the Company on a Company letterhead, signed by two of either the Company's directors, the Company Secretary or the Finance Director

### **COMPLETING THE APPLICATION FORM**

- Forms must be completed in full giving as many contact details as possible for each referee. Telephone, mobile, fax numbers and email addresses all assist in the effective and speedy processing of the application. Delays will occur where information is omitted.
- References are undertaken on our behalf by a professional credit-referencing agency to insurance standards.
- Once satisfactory references have been received, The Company will immediately need to confirm a moving date (start date for the tenancy). Tenancy documentation will then be sent out for signing by two company representatives (as mentioned above).
- **The Tenancy Agreement must be signed by the Company representative before keys can be released.**
- The first month's rent and security deposit are required as cleared funds prior to the start of the Tenancy. Personal cheques must have at least five working days clearing time before the start date. Acceptable forms of payment include bank draft, building society cheque or debit card, debit cards are subject to a usage charge of £0.50p and the charge to use a credit card is 3%.
- **It will be assumed the property is let as seen unless you complete the box below.**

Please sign below as confirmation that you have read and understand the application procedure.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL DETAILS**

Address of property applied for \_\_\_\_\_

**WE ASSUME OUR PROPERTIES ARE LET AS SEEN UNLESS STATED HERE. THIS INCLUDES ANYTHING NEGOTIATED BEFORE THE APPLICATION IS STARTED eg. CLEANING / FURNITURE REQUESTS / DECORATION etc...**

**COMPANY ASSESSMENT**

Address of property applied for \_\_\_\_\_

Rent £ \_\_\_\_\_ Deposit £ \_\_\_\_\_ Tenancy Term \_\_\_\_\_

Start date required \_\_\_\_\_

Names of all employees who will occupy the property (over 18 years): \_\_\_\_\_

\_\_\_\_\_

No. of Smokers \_\_\_\_\_ Children/age \_\_\_\_\_ Pets \_\_\_\_\_

**COMPANY DETAILS**

Full Company Nam: \_\_\_\_\_

What is the company's business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date of Company formation: \_\_\_\_\_

If limited Company, registration No.: \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Time at address \_\_\_\_\_

Tel: \_\_\_\_\_ (fax) \_\_\_\_\_

Has the Company had any adverse Credit history? **YES / NO**

If yes please detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LANDLORD:** If you currently rent residential property please give details of the managing agent / landlord:-

Name of Managing Agent / Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**INDEPENDENT ACCOUNTANT:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**SOLICITORS DETAILS:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

**BANK DETAILS:**

Bank Name: \_\_\_\_\_

Address \_\_\_\_\_

Name of Account: \_\_\_\_\_

Sort Code \_\_\_\_\_ Account no. \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

**PROPRIETOR/PARTNERS /DIRECTORS DETAILS:**

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

**TRADE REFERENCES:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

I confirm that the supplied information is to the best of my knowledge and belief, true and maybe verified.

**DATA PROTECTION ACT:** I understand that the information on this form will be used in assessing an application for a tenancy. I confirm that the information above is correct and understand that providing false information will jeopardise any tenancy I may gain as a result of this application. I agree to Cowdel Clarke (along with any agents appointed by them) taking any references and checking any details they see fit. I agree that all information supplied can be stored on computer. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application.

FOR AND ON BEHALF OF THE COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_