

COMPANY APPLICATION FOR TENANCY

Rounce & Evans Property Management	3 Jubilee Court Dersingham Kings Lynn Norfolk PE31 6HH
Tel: 01485 544 740	

 <p>HomeLet™</p> <p>TAKING THE RISK OUT OF PROPERTY RENTAL</p>
Scheme No: 1403674 H Ref No: 5534

To avoid any unnecessary delay, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned, if you have any questions when completing this form please call us on **0845 111 2222**.
 If faxing, please fax to **0845 142 0268**.
 Applications will only be accepted from a UK based Limited (LTD) or Public Limited Company (PLC).

1. PRODUCT SELECTION **To be completed by the LETTING AGENT**

Please select the service required, **TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.**

Comprehensive Plus Extra 6 months Extra 12 months Advantage 6 months Advantage 12 months

2. PROPERTY TO LET **To be completed by the LETTING AGENT**

Address: _____

Postcode: _____ Is this property: Let Only Managed

Total rent for this property: £ _____ per month Applicant share of rent: £ _____ per month

Tenancy Term: _____ (months) Tenancy Start Date: _____

Total number of tenants to be referenced for the property: _____

PROSPECTIVE LANDLORD DETAILS:

First Name: _____ Last Name: _____

Address: _____
 _____ Postcode: _____

Telephone: _____ Mobile: _____

3. COMPANY DETAILS **To be completed by the COMPANY**

Company Name: _____

Trading Name: _____

Registration Number: _____

Date of Incorporation: _____

Contact Name: _____

Telephone (inc STD): _____

Registered Address

Address: _____

Postcode: _____

Period at this address: _____ Years _____ Months

Trading Address

Address: _____

Postcode: _____

Period at this address: _____ Years _____ Months

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3. COMPANY DETAILS (Continued) To be completed by the COMPANY

Holding Company

Company Name: _____

Registration Number: _____

Address: _____

Postcode: _____

Period at this address: _____ Years _____ Months

ADDITIONAL INCOME/ INFORMATION Please tick here if you are submitting the latest Profit and Loss Accounts with this application

Use this space to provide any additional information that may help us when processing your application. If you run out of space, please use a separate sheet.

4. DECLARATION – Must be signed by a Company Director or Company Secretary who is listed on Company’s House.

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 my rental payment or apply for a new tenancy agreement in the future. I agree that 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 confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that the company may request the name and address of the Credit Reference Agency to whom it 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, 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 HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

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 understand 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.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

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

For and on behalf of the company

Signed _____

Print name in full _____

Position _____

Date _____

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services Limited. Barbon Insurance Group Limited is authorised and regulated by the Financial Services Authority. Registered in England number 3135797. Registered office address: 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

To avoid delays to your tenancy, please make sure that you have fully completed this form before submitting it to your letting agent.

IMPORTANT: IT MAY BE A CONDITION OF YOUR ASSURED SHORTHOLD TENANCY THAT YOU HAVE ADEQUATE INSURANCE WHICH COVERS YOUR LANDLORD’S CONTENTS, AS WELL AS YOUR OWN. EVEN IF THIS ISN’T THE CASE, WE’D STRONGLY RECOMMEND YOU CONSIDER PROTECTING YOUR POSSESSIONS AND YOUR DEPOSIT. CALL HOMELET ON 0845 117 6000 FOR A QUOTE TODAY.

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5. ADDITIONAL INFORMATION

To be completed by the COMPANY

Personal Details of the Proposed Occupier: The information requested in this box is not required for referencing purposes, however may assist your managing agent.

Name: _____

Position in the company: _____

Who will pay the utility bills?: The Occupier The Company

Marital Status: Single Married Divorced/Separated Other

Are you a smoker? Yes No

Do you have any pets? Yes No

Please detail: _____

Names and ages of any children who will be occupying the property (use a separate sheet if required):

Bank Details:

Name(s) of Account Holder(s): _____

Bank Name: _____

Sort Code: _____ Bank Account Number: _____

Next of Kin (this should NOT be your spouse):

Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Relationship: _____

Additional Information: