

Commercial Property Application Form

1. Details of property you are applying for:

Property Address: _____
_____.

Rent: £_____ (per annum)

Length of lease: _____ years.

Proposed use: _____
_____.

Commencement Date: _____.

Any other relevant terms: _____

_____.

2. Details of the proposed tenant:

Business Name: _____
Limited Company Partnership Sole Practitioner

Full Name, Address and Dates of Birth of all Directors/Partner/Sole Practitioner

Full Name(s) _____

_____.

Date of Birth _____.

Contact Address _____
_____.

Time resident at this address _____ years _____ months.

Please supply addresses if not resident at the above address for at least three years.

3. Main Contact Details

Name _____.

Home 

Work 

Mobile 

email 

4. Bank Details

A Bank Reference (called a "status enquiry") will be required. Please complete the letter at the back of this form and return with your application. The person signing the letter should be an authorised signature on the bank account. Amco Management will then write directly to your bank and attach this letter to obtain the reference.


Bank Name _____
Branch Address _____
Account Number _____
Sort Code _____

5. Landlords Reference

If this is the first property that you have rented, you will need to provide an alternative reference, e.g. from an accountant or solicitor. Contact Amco Commercial to discuss an appropriate person.

Name _____
Address _____ Postcode _____

Commercial Landlord Residential Landlord Other (please detail below)

Home  Work 
Mobile  email 

6. Business Reference

A business reference is required. This should be someone that you have traded with before, e.g. a customer or supplier. If this is a new venture, then provide details of a previous employer.

Name _____
Address _____ Postcode _____

Details of business connection

Home  Work 
Mobile  email 

7. Accounts Reference

Is this company / business currently trading? Yes / No

If yes, please provide three years of accounting records.

If three years of accounts are not available or if the company is a new venture, then a business plan and/or proof of sufficient funds to cover the rent payments will need to be provided.

If the proposed tenant is a limited company and if that company is new or unable to demonstrate trading records for at least three years at a level considered satisfactory to be able to pay the level of the proposed rent, then guarantees may be required from one or more Directors. Please discuss with Amco Commercial and provide details of the guarantor below.

8. Guarantor

Please complete this section if it applies. If you are proposing to take the lease in name of a limited company with less than three years trading records demonstrating sufficient capacity to be able to pay the rent, then a personal guarantee will be required from one or more of the Directors. Continue on a separate sheet if necessary.

Name _____.

Address _____

_____ Postcode _____.

Time resident at this address _____ years _____ months.

Please supply addresses if not resident at the above address for at least three years (continue on separate sheet if necessary).

Date of Birth _____.

Home 

Work 

Mobile 

email 

9. Identity

Please provide the following (tick to confirm you have attached this):

Positive photo identification
(e.g. copy passport or driving license) Yes / No

Proof of address
(Copy of a utility bill or similar) Yes / No



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 Tel: 0161 773 3978 | Fax: 0161 773 3978
 info@amcocommercial.co.uk
 www.amcocommercial.co.uk

10. Credit History

Please tick as appropriate

Have you or the Company or any other Partners or Directors ever has a County Court Judgement made against them for the non-payment of any bill, loan, etc. Yes / No

Have you ever had an adverse credit history (if yes please supply details) Yes / No

_____.

I apply for a **Commercial Tenancy** at: (full address of property)

The rental amount is £ _____ Per Annum

I will pay the agreed initial rent payment in advance, plus a security deposit and a non-refundable administration fee of £500 + VAT to the bank details below.

Account Name: Amco Commercial Ltd
 Account Number: 49193007
 Sort Code: 01-07-20

Tenants should take out their own business and contents insurance.

I believe the information provided here to be true and I authorise the landlord or agent to:

- Carry our credit searches and reference checks and to contact employers, banks, referees, guarantor and credit reference agencies.
- Use the information obtained with third parties to access credit ratings, make insurance decisions, for fraud prevention and tracing/debt collection.
- Handle all information obtained in the strictest confidence and in accordance with the principles of the General Data Protection Rights (EU).

In understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future application I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy.

Signed _____

Date _____

Print _____