

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 (*Delete as appropriate*)

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 (continue on separate sheet if necessary).

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 Management to discuss and appropriate person.

Name _____.

Address _____

_____ Postcode _____.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 _____.Home Work Mobile email 

7. Accounts Reference

Is this company / business currently trading? Yes / No

If yes, please provide 3 years of accounting records.

If 3 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 3 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 Management 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 3 years trading records demonstrating sufficient capacity to be able to pay the rent, then a personal guarantee will be required from one or more 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

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 £ _____ payable monthly/quarterly in advance by cheque/standing order.

I will pay one month's rent in advance, plus a security deposit and a non-refundable administration fee of £250 + VAT (cheques must be cleared before entry).

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 _____



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enquires@amcocommercial.co.uk
www.amcocommercial.co.uk

Bank Status Enquiry and Consent Form

Enquiry to:

Bank Branch _____.

Bank Address _____

_____ Postcode _____.

Enquiry from:

Amco Management

3 Middleton Road

Manchester

M8 5DT

Tel: 0161 773 3978

Email: info@amcomanagement.com

Please provide an opinion of the financial standings of the individual(s) named below in relation to the proposed payment of rent of £_____ per month from the following account:

Account Name _____.

Account Number _____ Sort Code _____.

Consent from:

I / We _____ (Print Name(s))

Hereby consent to _____ (Bank)

Providing a reference to Enquirer for the purpose of assessing my / our suitability to enter into a commercial let.

Signed _____ Date _____

Print _____