


COMPANY APPLICATION FOR TENANCY

Griffin	1 Queensgate Centre Orsett Road GRAYS RM17 5DF
Tel:01375 397 872	

	
TAKING THE RISK OUT OF PROPERTY RENTAL	
Scheme No:	1506530
H Ref No:	14901

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Applications will only be accepted from a **UK registered Limited (LTD) or Public Limited Company (PLC)**.

Once completed, you can enter this application online via HomeLetUK.com/Connect for an instant acknowledgement.

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.		
Enhance <input type="checkbox"/> (Comprehensive Plus)	Extra 6 months <input type="checkbox"/>	Advantage 6 months <input type="checkbox"/>
	Extra 12 months <input type="checkbox"/>	Advantage 12 months <input type="checkbox"/>


2. PROPERTY TO LET	To be completed by the LETTING AGENT
Address: _____	
Postcode: _____	
Is this property: Let only <input type="checkbox"/> Managed <input type="checkbox"/>	
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: _____
E-mail: _____	

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: _____	
Please tick here if you are submitting the latest Profit and Loss Accounts with this application <input type="checkbox"/>	

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ADDITIONAL INCOME/ INFORMATION
 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.

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

Bank / building society details: please provide the details of your current account

Name(s) of account holder(s): _____

Bank name: _____

Sort code: _____ Bank account number: _____

4. DECLARATION AND CONSENT - Must be signed by a Company Director or Company Secretary listed on Company's House.

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

For and on behalf of the company
 I confirm that:

- I have authority to bind the Company in my capacity as either company secretary or as a director of the company; and the information I have given is to the best of my knowledge true and accurate.

I acknowledge and consent to HomeLet carrying out searches to verify such information. I agree that such verifications may involve consulting with:

- credit referencing agencies;
- the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- other third party tenancy database providers such as Insurance Database Services Limited (who operate the Claims Underwriting Exchange (CUE)).

In connection with the Company's application I acknowledge and consent to:

- HomeLet and any third party may keep a record of any search carried out to verify the information I have provided;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- if the company defaults on rental payments or applies for a new tenancy agreement in the future HomeLet may review the results of the verifications and searches set out above;
- if the company defaults on paying their rent the default will be recorded on HomeLet's central database for defaulting tenants and that such default may affect any future application the company may make for tenancies, credit, and/or insurance;
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I or the company owes to HomeLet.

HomeLet shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). In connection with the Act I acknowledge and consent that HomeLet:

- Can release my details where they are required to do so by law.
- Can contact me about their alternative services which are appropriate and may be of interest to me if I do not tick this box . Please note that you can contact us to unsubscribe at any time.
- Can pass my details to third parties for those third parties to contact me with information about their products and services, which they feel may be of interest to me if I do not tick this box . Please note that you can contact us to unsubscribe at any time.

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.

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4. ADDITIONAL INFORMATION

To be completed by the COMPANY

Personal details: 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):

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

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Relationship: _____

Additional Information:

June 2011