

# HomeLet Company Application



TAKING THE RISK OUT OF PROPERTY RENTAL

## REFERENCING SERVICE COMPANY APPLICATION FOR TENANCY

1503645

All boxes marked  are MANDATORY and we are unable to proceed without the information.

### 1. SERVICE, PROPERTY AND LANDLORD DETAILS This section should be completed by the LETTING AGENT

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

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

Address of property to be let:

Postcode:

Total rent for this  per month property: £

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

### 2. COMPANY DETAILS This section should be completed by the COMPANY

Full Company Name:

Contact Name:  Contact Position:

Company Registration Number:  Date of Company Formation:

Current Business Address:

Postcode:

Period at address:  Years  Months

Telephone:  Fax:

Email:

Do you own the property? Yes  No

Commercial Tenant? Yes  No

Has the company adverse credit history? Yes  No

If YES, please detail on a separate sheet.

# HomeLet Company Application



## REFERENCING SERVICE COMPANY APPLICATION FOR TENANCY

1503645

### 3. HOLDING COMPANY DETAILS

This section should be completed by the **COMPANY**

Full Company Name:	<input type="text"/>		
Contact Name:	<input type="text"/>	Contact Position:	<input type="text"/>
Company Registration Number:	<input type="text"/>		
Current Business Address:	<input type="text"/>		
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/> Years	<input type="text"/> Months	
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

### 4. MANAGING AGENT DETAILS

(FOR PREVIOUS OR EXISTING COMPANY LETS)

This section should be completed by the **COMPANY**

Name of Managing Agent (if applicable):	<input type="text"/>		
Address:	<input type="text"/>		
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone (day):	<input type="text"/>	Telephone (evening):	<input type="text"/>
Fax:	<input type="text"/>	Email:	<input type="text"/>
If property not held for the last three years, please provide address(es) and dates of occupation, attaching a separate sheet if necessary.			
Address 2:	<input type="text"/>		
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/> Years	<input type="text"/> Months	

### 5. ACCOUNTANT / AUDITOR DETAILS

This section should be completed by the **COMPANY**

How long has this accountant / auditor acted for you?:	<input type="text"/> Years	<input type="text"/> Months	
Company Name:	<input type="text"/>	Contact Name:	<input type="text"/>
Address:	<input type="text"/>		
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

# HomeLet Company Application



## REFERENCING SERVICE COMPANY APPLICATION FOR TENANCY

1503645

### 6. SOLICITORS DETAILS

This section should be completed by the **COMPANY**

Practice Name:	<input type="text"/>	Contact Name:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

### 7. PROPRIETOR / PARTNERS / DIRECTORS DETAILS (please specify)

This section should be completed by the **COMPANY**

Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone (day):	<input type="text"/>	Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Trade Reference (1) Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone (day):	<input type="text"/>	Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Trade Reference (2) Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone (day):	<input type="text"/>	Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please continue on a separate sheet for additional proprietors / partners / directors.

# HomeLet Company Application



## REFERENCING SERVICE COMPANY APPLICATION FOR TENANCY

1503645

### 8. PROPOSED OCCUPIER DETAILS

This section should be completed by the **COMPANY**

Name(s):	<input type="text"/>
Position in company:	<input type="text"/>
Marital Status:	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Other <input type="checkbox"/>
Are they smokers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they have any pets? Please Detail:	<input type="text"/>
Names and ages of any children who will be occupying the property:	<input type="text"/>
Nationality:	<input type="text"/>
Who will pay the utility bills?	The Occupier <input type="checkbox"/> The Company <input type="checkbox"/>

### 9. DECLARATION

This section should be completed by the **GUARANTOR**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

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 its rental payment or apply for a new tenancy agreement in the future. I agree that Premier 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 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, Premier 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 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 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.

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

**For and on behalf of the company:**

Signed	<input type="text"/>	
Name	<input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Position held	<input type="text"/>	

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box: