

Type of application	Tick	Type of Application	Tick
New Lease application		Deed of Surrender	
Lease Renewal		Deed of Variation	
Rent Review			

Subject to Contract. I / We apply for a tenancy as detailed below:

Part 1. DETAILS OF LETTING

Landlord:	
Estate:	
Unit:	

Part 2. DETAILS OF APPLICANT

A. Applicant:

Applicant's Full Name: Date of Birth:	
Business Trading Name:	
Business Telephone Number:	
Business Fax:	
Email address:	
Home telephone number:	
Mobile telephone number:	
Applicant's Home Address:	
Invoice / Correspondence address: <i>(unless specifically requested invoices / correspondence will be sent to the applicant's home address)</i>	
Business Solicitor's Name and Address:	
Previous Landlord's Name and Address:	
Dates with previous Landlord:	
Address of property occupied with Previous Landlord:	
Applicant's Business Status: <i>(Please circle)</i>	Sole Trader Partnership* ~Limited Company / LLP

We require sight of photographic identification such as photo driving licence / passport.

We require sight of a utility bill no more than 3 months old.

B. *Partnership Only:

VAT Registration number:	
Business Partner's Full Name:	

If more than one please provide information on a separate sheet

Business Partner's Address:	
-----------------------------	--

C. ~Limited Companies / LLPs Only:

VAT Registration number:	
Companies House registration number:	
Registered Office (please include postcode):	

D. Directors:	
Name of Director 1:	
Address and Postcode of Director 1:	
Name of Director 2:	
Address and Postcode of Director 2:	
Name of Director 3:	
Address and Postcode of Director 3:	
Part 3. DETAILS OF LEASE	
A. Lease Term	
Size (Square Feet): This is used to calculate rent and other costs e.g. service charges.	
The Lease will be: (please circle)	1954 Protected Contracted Out
Option (please circle):	Option A: If you want a lease Option B: TAW (Hartley Village only) Option C: Yard Storage (Yellowland Only) Option D: Other Agreement - details
Right to Renew: Only available on leases of 5 years or more – State length of New Lease Term under option * Right to Renew is not available for Contracted Out Leases	
Break Clause: State Yes or No. This will apply according to Option A or Option B	
B. Rent	
Initial Annual Rent	£ per square foot £ per annum plus VAT. <i>All rent is monthly in advance. See notes for VAT and Review Provisions VAT.</i>
C. Additional Payments	
Building Insurance (please refer to Notes)	£ per square foot £ per annum
Services Charges	£ per square foot £ per annum
Rent Frequency (please circle)	
D. Rent Review Periods	
1 yearly (TAW / SY) 3 yearly (all leases)	
E. Handover Date	
Please insert date you would like to take over. Allow 21 days to process your application. NB This date is never guaranteed until the lease is completed	

F. Payment Arrangements	
Bank Details:	
Bank Name:	
Branch:	
Account Number:	
Sort Code:	
Account Holder's Name:	
<u>Payments are required by Standing Order.</u>	Yes or No
Have you completed the Standing Order Form attached to this application?.	<i>Please do not complete this form until you have completed the Standing Order Form. The first payment you will make on legal completion will equal the rent for the remaining month and share of insurance and service charges. Any void will be applied to the following weeks.</i>
G. Rent Commencement	
This date will be the lease/handover date unless there is an agreed rent free period. NB. This is provisional until confirmed.	
H. Business Use	
Please describe business use:	
I: Deposit (Security of Tenure)	
1 month's rent (to include insurance & service charge plus any applicable vat), deposit is required from all tenants:	£
J: Source of Enquiry	
Please tell us where you heard about us:	

I / We apply on behalf of myself as sole trader or prospective tenant described above for a lease. I confirm I am authorised by my partnership or business to make this application on their behalf and confirm the information provided is true. I authorise that a credit search may be conducted.

Name of Applicant:	Signature:	Dated:
Position Held:		
Name of Landlord's Representative:	Signature:	Dated:
Position Held:		

OFFICE USE ONLY	
Date Entered onto System:	Entered By:
Checked By:	Document Scanned & Attached to System:
METER READINGS	
Water Meter Reading on Handover Date:	Electricity Meter Reading on Handover Date:
Reading Taken By?.....	Reading Taken By?.....
Water Meter Reading Agreed by Tenant:	Electricity Meter Reading Agreed by Tenant:
Tenant Signature:	Tenant Signature:
Date Keys handed to Tenant:	Tenant Signature:
	Landlord Signature:

Additional Notes:-