

COMPANY TENANCY APPLICATION

LETREF X

Due to the confidentiality of the information provided, we regret to inform you that no explanation will be given if we are unable to recommend a tenancy. You may however, request the name of the credit agency searched. An administration charge may be payable with the application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

PLEASE COMPLETE THIS FORM IN BLACK INK AND BLOCK CAPITALS

It is VITAL that all the information is filled in on the form. Missing information will result in this form not being processed.

Company details

Name Contact Mr/Mrs/Miss/Ms (please circle)
Registered address
Postcode Telephone no
Fax Email:
Period at address Years Months

Type of company

Private Limited Partnership Sole Trader Proprietor PLC

If Limited or PLC please provide Registration Number

Approximate date of Company formation / /

Previous address (if less than 3 years at current address)

Postcode

Please continue on a separate sheet if necessary.

Accountant/Financial Controller details

Name Contact Mr/Mrs/Miss/Ms (please circle)
Address
Postcode Telephone no.
Fax Email

Proprietors/Partners/Sole Trader details

1] Name Contact Mr/Mrs/Miss/Ms (please circle)
Address
Postcode Telephone no.
Fax Email

2] Name Contact Mr/Mrs/Miss/Ms (please circle)
Address
Postcode Telephone no.
Fax Email

Trade/Business references

1] Name Contact name
Address
Postcode Telephone no.
Fax Email

2] Name Contact name
Address
Postcode Telephone no.
Fax Email

Declaration

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of LETREF's findings will be forwarded to the appointed Letting Agent and may be accessed again should I apply for a tenancy agreement in the future. I agree that LETREF may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. We abide by the Data Protection Act 1998.

Applicant's signature
Print name
Date / /

FOR LETTING AGENT/LANDLORD USE ONLY

Agency no. Check requested by
Telephone no Fax
Email
Is this a joint tenancy? Yes No Rental period months
Address of property applied for
Postcode
Description: House Flat No. of bedrooms
Monthly rental £ Between how many? Proposed commencement date / /

PLEASE GIVE COMPLETED FORM TO YOUR LETTING AGENT

LETTING AGENT TO SCAN OR FAX TO LETREF LTD AFTER THIS PART COMPLETE

email mail@letref.co.uk or fax 0871 528 9000 (Calls cost 10p per minute)