



## Commercial (UK & International) Application

### 1. Property Details (Address to be let)

Property address

Tenancy period

months

Tenant(s) name(s)

Proposed rent

£ per

### 2. Business Details

Business/Company name

Trading as

Co Reg Number

Organisation status

 Limited PLC LLP Sole Trader Charity Non UK Entity

Trading address

Contact name

Telephone number

E-mail address

Do you have an accountant or bookkeeper? Yes\*  No

Has your company or organisation been trading for less than 12 months? Yes  No

\* We will require a financial status reference. Please include their contact details within section (4).

### 3. Sole Trader Details (only complete if you are a sole trader)

Full name

Trading as

Home Address

Home address (cont)

Postcode

Time at address

years months

Date of birth\*\*

Contact number

Turnover PA (if known)

£

Trading start date

Nature of business

Do you have an accountant or bookkeeper? Yes\*\*  No

Have you had a Court Judgment, IVA or Bankruptcy Order in the past 6 years Yes\*  No

\* Details should be included within section (9).

\*\* We will require a financial status reference. Please include their contact details within section (4).

#### 4. Accountant/Professional Referee

Name

Accountancy name

Address

Contact number

E-mail address

#### 5. Trade Referee

Referee name

Relationship (e.g. supplier/landlord)

Time known

 years

Address

Contact number

E-mail address

#### 6. Personal Guarantee

OPTIONAL

Title

First name

Surname

Address

Postcode

Contact no

E-mail address

Employment (e.g. self/emp, retired)

Relation to you or organisation

A PERSONAL GUARANTEE MAY BE REQUIRED IF YOUR ORGANISATION HAS BEEN TRADING FOR LESS THAN 3 YEARS OR WHERE PROOF ON INCOME IS UNAVAILABLE.

#### 7. Banker s Details

Account holder name

Account number

Sort code

## 8. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true & that I am authorised by the named organisation to submit this application on their behalf.

I authorise APPROVED to conduct these searches and to make any financial enquiries necessary to assess my suitability for this agreement. This authorisation implies that I instruct my accountant or other body to release details of my finances for the purpose of tenancy selection & pre-lease vetting.

**Signed**

**Date**

**Name**

**Title (eg director/sole trader/manager)**

## 9. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

Email: [submit@approved.org.uk](mailto:submit@approved.org.uk)

Tel: 0207 164 6306

Fax: 0844 412 7753