

☐ House Owner ☐ Council Tenant ☐ Private Tenant

☐ Lodger ☐ Living with relatives or friends

	Yes	No		Yes	No
Are you a smoker?	<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any pets?	<input type="checkbox"/>	<input type="checkbox"/>	Evictions	<input type="checkbox"/>	<input type="checkbox"/>
County Court Judgements?	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Convictions	<input type="checkbox"/>	<input type="checkbox"/>
Court Decree?	<input type="checkbox"/>	<input type="checkbox"/>	Administration Orders	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any of the above please provide detail:

12. Please provide one contact in case of emergency

Surname		First Name(s)	
<input type="text"/>		<input type="text"/>	
Occupation			
<input type="text"/>			
Relationship to you		Contact Number	
<input type="text"/>		<input type="text"/>	
Address			
<input type="text"/>			
<input type="text"/>		Postcode	<input type="text"/>

13. Please provide the following details for your next of kin

Surname

First Name(s)

Relationship to you

Contact Number

Address

Postcode

14. Account Holder's Name

<input type="text"/>	
Bank Name	
<input type="text"/>	
Bank Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
Sort Code	Account Number
<input type="text"/>	<input type="text"/>

13. I apply for a Tenancy at: (full description and address of property)

For a period of:

The rental amount is	£	Per
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I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for all services to the property.

I will pay one month's rent in advance plus a security deposit equivalent to one months rent and an administration fee of £ for the first person and £ for any subsequent person over the age of 18.

Please note that if the credit checks should fail you will be liable to forfeit the administration fee.

I believe the information provided here to be true and authorise Kingswood Estates to:

- Carry out credit searches and reference checks and to contact employers, banks referees, guarantor and credit reference agencies.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing debt/debt collection.
- Handle all the information obtained in strictest confidence and in accordance with the principles of Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant:

Print full name in block capitals:

Date:



kingswood
SALES & LETTINGS

Commercial Tenancy Application Form



Fulwood Office: 01772 717181
77, Watling Street Road, Fulwood
Preston, Lancashire PR2 8EA

City Centre Office: 01772 886 555
Unit 8 Victoria Building, Fishergate
Preston, Lancashire PR1 2NJ

Processing of application

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

- 1. Fill in this application form for each person required
- 2. Send Identification
- 3. Pay relevant fees

After this we will:

- 4. Process the application and conduct reference / checks
- 5. Need contract signing
- 6. Need inventory signing
- 7. Collect rent
- 8. Collect deposit
- 9. Hand over keys (once previous steps complete)

Deposit & Ongoing Rental Payments

The security bond must be paid on or before the tenancy commencement date. Ongoing rent is to be paid via direct debit to:

Account name: Kingswood Lloyds TSB
Account Number: 49283068
Sort Code: 30-96-85
Ref: the property address

Should we accept any other way an additional charges may be applicable.

Tenancy Application Documents Required

All applicants over 18 years of age will need to submit an application form and sign the application

We require one from each section:

Identification

Please provide one of the following:

Drivers License

Passport

Proof of address

Please provide one of the following:

Current utility bills

Bank Statement

Medicare/Bank card

Mobile phone bill

Government letters

Proof of Income

Please provide one of the following:

Three current pay slips

Bank statement

A letter from your employer stating income position and length of employment

A letter from your accountant if self employed

Commercial Tenancy Application Form

A separate application is required for each adult resident – to avoid delays give full details - this form MUST be completed prior to carrying out credit searches –

A. PROSPECTIVE TENANT DETAILS

1. Details:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

First Name

Any Previous Name/s in Full

Date of Birth

Personal Address

Postcode

2. How long have you lived at your current address?

Years Months

3. Contact Details

Day Phone Number

Evening Phone Number

Mobile

Email

B. CURRENT BUSINESS DETAILS

4. Business Name

5. Business Owner's Name
☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

First Name

Business Address

Postcode

6. Time spent at address

Years Months

7. Contact Details

Day Phone Number

Evening Phone Number

Mobile

Email

C. DETAILS OF PRESENT:

LETTING AGENT ☐ LANDLORD ☐ OTHER ☐
SOLICITOR ☐ ESTATE AGENT ☐

8. Details:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Name

Telephone

Address

Postcode

Email

D. SOLICITOR DETAILS

9. Details:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

Telephone

Address

Postcode

Email

E. ACCOUNTANT DETAILS

10. Details:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Name

Telephone

Address

Postcode

Email

F: IDENTIFICATION

11. Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo

National Insurance Number

Driver's Licence Number

Passport Number

Status:

☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Living with Partner