

APPLICATION FORM

Company

Agent Own Reference (optional):

Agent number:

Please use black ink and CAPITAL LETTERS throughout the form.
Providing false information on the application form may lead to your application being declined.
Only by providing complete information can we ensure your application is dealt with quickly and efficiently.

SECTION 1 – TENANCY DETAILS – TO BE COMPLETED BY THE LETTING AGENT

PRODUCT SELECTION (tick one box only) Full Reference Assure 6 Assure 12 Advance 6 Advance 12

Tenancy Address: Postcode: Address:

No. Bedrooms:

Total Monthly Rent : £ Tenancy Term (Months): Tenancy Start Date : / /

Total Number of Tenants: This applicant's share of the rent: £

SECTION 2 – COMPANY DETAILS – TO BE COMPLETED BY THE APPLICANT

Company Name:

Companies House Registration No: Year of Formation:

Current Address: Postcode: Address:

Status: Owner: Commercial Tenant: Other:

Period at Address: Y M Tel: Mobile:

Email (use capitals):

Are you aware of ANY adverse credit history (including any CCJ's, IVA's, bankruptcies within the last 6 years)? Yes No

If yes, please detail below giving dates, amounts and any explanations. Continue on a separate sheet if required.

SECTION 3 – CURRENT LANDLORD / LETTING AGENT DETAILS (for any residential property you are currently renting)

Landlord / Agency Name:

Postcode: Address:

Tel: Fax:

Email (use capitals):

SECTION 4 – TRADE REFERENCE – TO BE COMPLETED BY THE APPLICANT

Company Name:

Postcode: Address:

Tel: Fax:

Email (use capitals):





SECTION 5 – CURRENT COMMERCIAL LETTING AGENT/LANDLORD DETAILS

Landlord / Agency Name:

Postcode: Address:

Tel: Fax:

Email (use capitals):

SECTION 6 – ACCOUNTANT DETAILS – TO BE COMPLETED BY THE APPLICANT

Practice Name:

Postcode: Address:

Tel: Fax:

Contact:

Email (use capitals):

SECTION 7 – SOLICITOR DETAILS – TO BE COMPLETED BY THE APPLICANT

Practice Name:

Postcode: Address:

Tel: Fax:

Contact:

Email (use capitals):

SECTION 8 – BANK ACCOUNT DETAILS – TO BE COMPLETED BY THE GUARANTOR

Bank / Building Society Name:

Postcode: Address:

Tel: Account No.: Sort Code:

Account Name:

SECTION 9 – DECLARATION

Before signing this application please ensure that the form is fully complete as missing information may cause delays.

I/We hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and that the results of the findings will be forwarded to the appointed letting agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/We agree that The Lettings Hub Ltd (the Data Controller) may search the files of a credit reference agency which will keep a record of that search. I/We agree that whilst I/we remain in the property now applied for The Lettings Hub may carry out periodic credit searches (under instruction from the letting agent/landlord) to assess my/our continued suitability for the tenancy. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord but I/we may request the name and address of the referencing agencies to whom I/we may apply for a copy of any information provided. I/We agree that The Lettings Hub may use a third party for data entry which may require data to be sent outside the UK, this will be in accordance with current Data Protection legislation. I/We also confirm that information supplied in this form will be shared with a credit reference agency and may be accessed in the future. This includes my/our defaulting on the rental agreement, which may affect any future application for credit I/we may make. This application falls under the provisions of Ground 17 of the Housing Act 1996. If any information in this application form is untrue it may be grounds to terminate the tenancy.

I have received a copy of The Lettings Hub's Privacy Policy Yes No
 You can also view this at www.lettingshub.co.uk/privacy-notice/

Note: Due to the high levels of fraud for applications of this type we will also contact the company directly to establish authenticity of this application.

Sign & Date

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