

Company Tenancy Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

IMPORTANT PLEASE READ THIS BEFORE COMPLETING

COMPLETE FORM IN FULL AND IN BLOCK CAPITALS

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

**Version
018**

ALSO FOR USE WITH COMPANY'S STANDING AS GUARANTORS

MISSING INFORMATION WILL RESULT IN DELAYS

FOR LETTING AGENTS USE ONLY

Agent Name Agency No

Contact Name Service 24 Hour (12pm deadline) 48 Hour (3pm deadline) We strongly recommend that you view and retain two forms of identification, one being photographic.

Landlord Name Mobile No

Address Phone No

Post Code Email

RENT PROTECTION & LEGAL EXPENSES WARRANTY - AGENT USE ONLY

Do you require a Rent Protection and Legal Expenses Warranty? 6 Months 12 Months NO

Do you require a Section 21 Warranty? 6 Months 12 Months NO

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1 PROPERTY DETAILS

Property Address

Postcode Property Type Terraced Semi-Detached Detached Flat No of Bedrooms

Rent per month £ Rental Period (in months) Tenancy Start / /

2 COMPANY DETAILS

Company Name

Current Address

Inc Postcode

Period at address Years Months Contact Name

Telephone No. Fax Number

Website Address Email Address

Company Type Public Ltd Private Ltd Partnership Sole Trader Other (please give details)

IMPORTANT: If Ltd or Plc please give company registration number

And approximate date of company formation

3.0 CURRENT LANDLORD OR LETTING AGENT / PREVIOUS LANDLORD OR LETTING AGENT (if applicable)

Name Phone No

Address Fax Number

Inc Postcode Email Address

If the property has been occupied for less than 2 years, please provide previous address(es)

4 ACCOUNTANT'S DETAILS

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Land line Phone No	<input type="text"/>
		Fax	<input type="text"/>
E-mail address	<input type="text"/>		
Is your Accountant:	Chartered <input type="checkbox"/>	OR	Certified <input type="checkbox"/>
		Registered Number (if known)	<input type="text"/>

5 BANK DETAILS

Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>
Account Name	<input type="text"/>		
Account No	<input type="text"/>	Sort Code	<input type="text"/>

6 PROPRIETOR'S / PARTNER'S / SOLE TRADER DETAILS

Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>
Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>
Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>

7 TRADE REFERENCES (2 REFERENCES REQUIRED)

Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>
Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax	<input type="text"/>

8 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 FCC Paragon's findings will be forwarded to the appointed Letting Agent and or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that FCC Paragon 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. In the event that the company continue to rent this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit searches. All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 6. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applications which must be signed by the applicant. We may from time to time offer you other products and services in the future, please tick here if you are happy to receive them.

We process and hold all information in accordance with the Data Protection Act 1998.

For and on behalf of the Company	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
Signatory's Name	<input type="text"/>	Position	<input type="text"/>

We strongly recommend that you provide two forms of identification, one being photographic.