



# COMMERCIAL PROPERTY TENANCY APPLICATION FORM

## 1. Details of the property you are applying for

Property Address .....

Rent £..... (per annum exclusive)

Length of lease ..... years

Proposed Use .....

Commencement date .....

Any other relevant terms .....

.....

.....

## 2. Details of the proposed tenant

Business Name ..... Limited Company / Partnership / Sole Practitioner  
(Indicate as appropriate)

Full Name, Address and Dates of Birth of all Directors / Partners / Sole Practitioner

Full Name(s)

Date of Birth


Contact Address

Time resident at this address

Please supply previous addresses if not resident at the above addresses for at least 3 years (continue on separate page if necessary)

## 3. Main contact details

Name

Home 

Work 

Mobile 

email 

**4. Bank details**

A Bank Reference (called a “status enquiry”) will be required. Please complete the letter at the back of this form and return with your application. The person signing the letter should be an authorised signature on the bank account. CP Walker & Son will then write directly to your bank and attach this letter to obtain the reference.

Bank Name

Branch address

Account Number

Sort Code

**5. Landlord’s Reference**

If this is the first property that you have rented, you will need to provide an alternative reference, e.g. from an accountant or solicitor. Contact CP Walker & Son to discuss an appropriate person.

Name

Address

Postcode

Home



Work



Mobile



Email

**6. Business Reference**

A business reference is required. This should be someone that you have traded with before, e.g. a customer or supplier. If this is a new venture, then provide details of a previous employer.

Name

Address

Postcode

Home



Work



Mobile



Email

**7. Accounts Reference**

Is the company / business currently trading?

 Yes  No

If yes, please provide 3 years accounting records.

If 3 years accounts are not available or if the company is a new venture, then a business plan and / or proof of sufficient funds to cover the rent payments will need to be provided. A deposit may also be requested.

If the proposed tenant is a limited company and if that company is new or unable to demonstrate trading records for at least 3 years at a level considered satisfactory to be able to pay the level of the proposed rent, then guarantees will be required from one or more Directors. Please discuss this with CP Walker & Son and provide details of the guarantor in 8 below.

**8. Guarantor**

Please complete this section if it applies. If you are proposing to take the lease in the name of a limited company with less than 3 years trading records demonstrating sufficient capacity to be able to pay the rent, then a personal guarantee will be required from one or more directors. Continue on separate sheet if necessary.

Name

Address

Postcode

Work 

Mobile 

Email 

**9. Identity**

Please provide the following (tick to confirm you have attached this):

Positive photo identification (e.g. Copy passport or Driving Licence)  Yes  No

Proof of address (Copy of a utility bill or similar)  Yes  No

Cheque for £30 for credit check  Yes  No

**10. Credit history**

Please tick as appropriate

Have you or the Company or any of the other Partners or Directors ever had a County Court Judgment made against them for the non payment of any bill, loan, etc.  Yes  No

Have you ever had any adverse credit history (if yes please supply details)  Yes  No

.....

**I confirm that I have answered these questions honestly and truthfully and I acknowledge that any false or misleading information given could jeopardise my application or subsequent tenancy. I hereby authorise CP Walker and Son to make any enquiries deemed necessary in relation to this application or the subsequent contract(s). I also confirm that all of the parties pursuant to this application (proposed tenants, company directors or guarantors) as stated above have given me their consent to authorise CP Walker and Son to contact a credit agency and obtain credit reports to support this application or pursuant to any subsequent contract.**

**Signed** .....

**Date**.....

**Print Name** .....

**Procedure**

- Complete this form and return it to our office.
- We will then write to obtain the appropriate references.
- Once we have obtained satisfactory references and have the owner’s agreement to proceed with the application, the Tenancy Agreement will be prepared (either by the landlord’s solicitor or using CP Walker’s “in house” tenancy agreement - ask to find out which agreement will be used for your property).
- On signing and completing the Tenancy Agreement, you will be required to pay:
  - The rent and insurance monies in advance
  - The deposit (where appropriate)
  - Where CP Walker’s in house agreement is being used, a contribution £150 plus VAT towards the costs of the agreement.





# Authorisation for Status Enquiry

To: (insert your Bank's name and address)

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Dear Sirs

**CP WALKER & SON**  
**STATUS ENQUIRY**

I hereby authorise you to provide a Bank Reference (Status Enquiry) to CP Walker & Son on my behalf.

I acknowledge that there may be a fee involved and authorise you to deduct this from my account accordingly:  
(insert your account details)

Account name:

Account No.:

Sort Code:

Please contact me if you have any queries at all about providing this reference.

Yours faithfully  
(please sign and print name)

Signed .....

Print name .....