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74 Bridge Street

Manchester M3 2RJ

0161 839 9654

Located at the junction with Deansgate

Open 7 Days A Week

2008

PAD RESIDENTIAL
1401603

COMPANY APPLICATION FORM



Application Form
for Company Lettings



REFERENCING SERVICE
COMPANY APPLICATION FOR TENANCY

1401603

PAD Residential
74 Bridge Street Manchester
M3 2RJ

ALL BOXES MARKED ARE MANDATORY ARE WE ARE UNABLE TO PROCEED WITHOUT THE INFORMATION

1. SERVICE, PROPERTY, AND LANDLORD DETAILS

This section should be completed by the LETTING AGENT

Please select the service required WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS

Comprehensive Plus	<input checked="" type="checkbox"/>
Extra (6 months)	Advantage (6 months)
Extra (12 months)	Advantage (12 months)

Address of property to be let:

Total rent for this property £ per month

Prospective Landlords Name:

Prospective Landlord's Address:

2. COMPANY DETAILS

This section should be completed by the COMPANY

Full Company Name:

Contact Name: Contact Position:

Company Registration Number: Date of Company Formation

Current Business Address:

Period at Address years months

Telephone: Fax

Email:

Do you own the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Commercial Tenant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the Company adverse credit history? If YES, Please detail on a separate sheet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



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Continued:

3. HOLDING COMPANY DETAILS

This section should be completed by the COMPANY

Full Company Name

Contact Name: Contact Position:

Company Registration Number

Current Business Address

Postcode

Period at Address Years Months

Telephone: Fax:

Email:

4. MANAGING AGENT DETAILS

(FOR PREVIOUS OR EXISTING COMPANY LETS)

This section should be completed by the COMPANY

Name of Managing Agent (if applicable):

Address:

Post Code

Telephone (Day): Telephone (Evening)

Fax: Email:

If property not held for the last three years, please provide address(es) and dates of occupation, attaching a separate sheet if necessary

Address 2:

Post Code

Period at address: Years Months

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5. ACCOUNTANT/AUDITOR DETAILS

This section should be completed by the COMPANY

How long has this accountant/auditor acted for you? Years Months

Company Name: Contact Name:

Address:

Post Code

Telephone : Fax:

Email:

6. SOLICITOR DETAILS

This section should be completed by the COMPANY

Practice Name: Contact Name:

Address:

Post Code

Telephone : Fax:

Email:

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7. PROPRIETOR / PARTNERS / DIRECTORS DETAILS (please specify)

This section should be completed by the COMPANY

Name:	<input type="text"/>											
Address:	<input type="text"/>											
	<input type="text"/>							Post Code	<input type="text"/>			
Telephone :	<input type="text"/>				Date of Birth	<input type="text"/>						
Trade Reference [1] Name:	<input type="text"/>											
Address:	<input type="text"/>											
	<input type="text"/>							Post Code	<input type="text"/>			
Telephone :	<input type="text"/>				Date of Birth	<input type="text"/>						
Trade Reference [2] Name:	<input type="text"/>											
Address:	<input type="text"/>											
	<input type="text"/>							Post Code	<input type="text"/>			
Telephone :	<input type="text"/>				Date of Birth	<input type="text"/>						

Please continue of a separate sheet for additional proprietors / partners / directors

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8. PROPOSED OCCUPIER DETAILS

This section should be completed by the COMPANY

Name[s]

Position in Company:

Marital Status: Single Married Civil Reg. Divorced or Separated Other

Are they a smoker? Yes No

Do you have any pets: Please detail: Please be aware no pets are permitted

Next of Kin

Address:

Post Code

Telephone: Relationship:

Who pays the utility bills? The Occupier The Company

9. ADDITIONAL INFORMATION

This section should be completed by the COMPANY

Use this space to provide any additional we may have requested. If you run out of space please use a separate sheet

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10. DECLARATION

This section should be completed by the COMPANY

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should the company default on my rental payment or apply for a new tenancy agreement in the future. I agree that Premier Homelet, or there approved agent, may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that the company may request the name and address of the Credit Reference Agency to whom it may then apply for a copy of the information provided. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Premier Homelet will remain the Data Controller for the purposes of this application.

I understand that in the event of the company defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency, and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance or credit.

I understand that in the event of any default by the company in respect of the covenants in its tenancy agreement with its landlord, the information contained herein may be disclosed to Homelet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace the company's whereabouts. I also understand that the assessment of this application presumes that at some time during the tenancy agreement, the company may be granted or allowed some form of deferred payment.

I conform that I am a Director of the applicant company and am duly authorised to make this declaration on its behalf.

Signed

Name

Position held

Date

The details you provide will be held by Homelet and the letting agent, and may be used to keep you up to date on our products and services and those of Erinaceous/Hanover Park Services Plc and other organisations we believe to be of interest to you. If you prefer not to receive this information, please tick this box



WHAT HAPPENS NOW

- Once we have received your referencing fee, we will send your completed application form to our credit referencing agency, Homelet, who will carry out a credit check based upon the details provided. They will then request references from where needed. Wherever possible they will do this by email / fax.
- We would advise that you allow approximately a week for the referencing to go through, longer if you need a guarantor, although timescales will vary depending upon your personal circumstances. If you are in a hurry to move into the property, we would advise that you contact your referees and ask them to respond to Homelet as quickly as possible. We recommend that you make provisions for short term temporary accommodation if it appears likely that referencing may take longer than initially hoped.
- We are under contract with the landlord to carry out proper and complete checks, and we are unable to “bend the rules” for any applicant.
- If there are any problems with your application or if we require further details we will be in contact with you shortly. In the meantime, if you would like a progress update on your application, please do not hesitate to contact us.
- Once we receive a response from Homelet, we will be in contact with you to arrange a move in date. Please note that a move in can only be conducted between Monday and Friday, the last appointment being 4pm. This is in case of the event that there are any maintenance issues, which need to be attended to, with a view to them being solved within 48 hours.
- If the credit referencing requires you to have a Guarantor, then a hard copy of the signed Guarantor agreement must be returned to us before the move in.
- The first month’s rent and one month’s deposit are payable at move in. This payment must be in cleared funds, i.e. a banker’s draft, debit or credit card [credit cards incur a 2.5% surcharge, Amex is 3%]. Please note that if you prefer to pay in cash, this must be paid at the office prior to the move in.
- Once the application is submitted to Homelet, the administration fee will not be refunded. At this point we will have incurred costs, which we will be irrecoverable on our part.
- Companies that have been trading for less than three years will most likely require that a Director be referenced afterwards to act as a Guarantor before anyone can move in.

**I UNDERSTAND THE INFORMATION ABOVE AND AM BOUND BY THE CONDITIONS SET
ANY APPLICATIONS ARE SUBJECT TO FINAL SIGNED CONTRACTS**

Signed: _____

Date: _____