

## COMMERCIAL TENANCY APPLICATION

Please complete this application form for a new commercial lease or the assignment of an existing lease.

### Prospective Commercial Tenant Details

Title:	First Name(s):		
	Last Name:		
	Previous Names		
Address:			
Postcode:			
Time Spent at this Address:	Years:	Months:	
	Telephone:	Home:	Work:      Mobile:
Email Address:			
Trading Status (answer Yes or No)	Sole Trader?	Partnership?	Limited Company?
	Existing Business?		
	New Business?	VAT Registration Number [ ]	

### Identification

Date of Birth:			
Driver's Licence No:		Passport No:	
Status:	Single [ ] Married [ ] Divorced [ ] Widowed [ ] Civil Partnership [ ] (tick box)		
	House Owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ] Living with relatives/friends [ ] (tick box)		
Do you have any of the following (Yes or No)	County Court Judgements?	Bankruptcy?	Criminal Convictions?
	Administration Orders?	Other?	
If 'yes' to any of the above please provide details:			
Previous Addresses:	(Full addresses for last three years including postcodes, dates and reasons for moving.)		

**Present Business Landlord:**Or Letting Agent [  ]Managing Agent [  ]

Name:	Telephone:
Full Address:	
Postcode:	

**Accountant:**

Name:	Telephone:
Full Address:	
Postcode:	

**Solicitor:**

Name:	Telephone:
Full Address:	
Postcode:	

**Present Occupation:**

Employed [ <input type="checkbox"/> ] Self-Employed [ <input type="checkbox"/> ] On-Contract [ <input type="checkbox"/> ] Retired [ <input type="checkbox"/> ] Un-employed [ <input type="checkbox"/> ] Student [ <input type="checkbox"/> ] Independent Means [ <input type="checkbox"/> ] <i>tick box</i>	
Employer:	
Line Manager or other Contact::	
Address:	
Postcode:	
Telephone:	Fax:
Date Started Employment:	
Position Held:	
Gross Annual Earnings:    £	

**Previous Occupation:**

If less than 3 years

Employer:	
Address:	
Contact Name:	
Telephone:	Fax:

**Bank or Building Society Details:**

Branch Name:	
Branch Address:	
Bank or Society Current A/c Name:	
Account No:	Sort Code:

**Surety Guarantor/ Character Reference:**

Full Name:	Occupation:
Address:	
Postcode:	Telephone:

**Trade Reference 1**

Full Name:	Occupation or Company:
Address:	
Postcode:	Telephone:

**Trade Reference 2**

Full Name:	Occupation or Company:
Address:	
Postcode:	Telephone:

**Proposed Joint Tenants/Business Partners:**

(Please give full names of any joint tenants – please note a separate application will be require completing by each proposed joint tenant)	
Limited Company Name:	
Trading Name: (if different)	
Full Address of Registered Office:	
Full Trading Address: (if different)	
Company Registration No:	
Date of Registration:	

**Full Names and Addresses of all Directors:**

**Declaration**

(I/we) apply for a Commercial Tenancy with Milton (Peterborough) Estates Company (*Landlord*)

I believe the information provided here to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks and to contact landlords, employers, banks, referees, guarantors and credit reference agencies.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing/debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998. This process will in no way affect a prospective tenant's record or ability to obtain credit in the future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

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

By providing us with the above information, you consent to us obtaining, holding and using personal data about you in connection with the business of renting out and managing commercial properties for so long as may be reasonably required for our legitimate purpose or those at the Estate Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. utility and service providers) or to such third parties as required by you or the law. Our privacy policy can be found on our website.

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 lease agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent.

Signature of Applicant:	Date:
Print Full Name in Block Capitals:	