

**For office use only**

Valuer Ref:

File Ref:

Date Received:



**PROSPECTIVE TENANTS DETAILS FORM**

**Confidential**

**1. Details of your offer**

Address of premises	Date of application
---------------------	---------------------

Rental offered per year
-------------------------

Use for which the premises are required
---

Length of lease requested
---------------------------

**2. Your details**

First name(s)
---------------

Surname
---------

Date of birth
---------------

Your National Insurance No.
-----------------------------

Your present address			
No.	Street	Town	Postcode

Length of time at this address	years	months
--------------------------------	-------	--------

Your previous address			
No.	Street	Town	Postcode

Length of time at this address	years	months
--------------------------------	-------	--------

Your telephone numbers			
Home	Work	Mobile	Fax

### 3. Details of your main residence

Address of your main residence (if different from your present address)			
No.	Street	Town	Postcode

Do you own your main residence?
---------------------------------

If so what is its value?
£

What is the value of any outstanding mortgage?
£

If you rent your home please give your landlords name, address and your rent account reference			
Landlords name		Rent account no.	
No	Street	Town	Postcode

### 4. Details of your business

Trading name (or proposed trading name)
---

Length of time in business
years      months

Annual Turnover (or anticipated turnover)
£

Nature of your business and your start up capital
£

Are you registered for VAT?
-----------------------------

VAT No.
---------

If you are purchasing the property please give the purchase price and how you are going to fund this.
---

### 5. Business Status (or proposed status)

Limited    Sole Trader    Partnership    PLC    Charity

Address of your business			
No.	Street	Town	Postcode

If you rent your business premises please give your landlords name, address and your rent account reference			
Landlords name		Rent account no.	
No.	Street	Town	Postcode

Do you own your business premises?
YES / NO
<i>(delete as applicable)</i>

If so what is its value?
£

What is the value of any outstanding mortgage?
£

If you intend to take a lease in the name of a limited company please give the following information?

Company name	Registration no.	Main objects
--------------	------------------	--------------

Registered Address			
No.	Street	Town	Postcode

Names and addresses of the Company's Directors and Secretary

Name	Address	Position
------	---------	----------

Name and addresses of persons willing to act as guarantors under the lease

Name	Address
------	---------

## 6. Your referees

If this is your first time you have been in business and sought accommodation please state how do you intend to fund the business and also provide a guarantor for the lease.

Please give the names and addresses of at least two of your trade suppliers, the monthly turnover of your account and the date they gave you goods on account.

Name	Address	Monthly turnover	Date credit given
------	---------	------------------	-------------------

If you have been in business for less than three years or you have not been in business before please supply the names, address and occupations of two personal referees who will be willing to give a character reference for you.

Name	Address	Occupation
------	---------	------------

If you have been in business for less than three years or have not been in business before please give details of your previous employers.

Name	Address	Salary	Employed from	to	Position	Can the Council seek a reference?
------	---------	--------	---------------	----	----------	-----------------------------------

## 7. Your bank details

Please provide details of your bank account

Bank	Branch	Sort code	Account No.	Date Account Opened
------	--------	-----------	-------------	---------------------

*(Top right hand corner of cheques)*

Agreed overdraft limit

£

Average monthly deposits

£

Method of payment -  
Direct Debit

## 8. Details of your professional advisers

Please provide the name and address of your accountant.

Accountants name		Name of firm	
No.	Street	Town	Postcode

If you intend to instruct a solicitor please provide their name and address.

Solicitors name

Name of firm

No.

Street

Town

Postcode

If you intend to instruct a surveyor please provide their name and address.

Surveyors name

Name of firm

No.

Street

Town

Postcode

## 9. Further details

Proof of address

Please enclose **PHOTOCOPIES** of **three** proof of address documents, one of which must provide photographic evidence. Any of the following are acceptable: copies of electricity, gas or telephone bills, passport, driving licence, council tax.

*Please note if your application is successful you will be required to produce the original copies at our offices. Mobile phone bills, bank statements or credit card statements are not acceptable.*

*Please note if your application is short listed you will be required to provide a full **business plan**.*

Existing businesses should supply the following information:-

**Last three years certified accounts**

**A cashflow forecast for the new premises**

If you have been in business for less than three years or you have not been in business before please provide the following information:-

**A business plan**

**A cashflow forecast**

## Declaration

I authorise you to make any Credit Reference and other enquiries you believe necessary to confirm the details on this form and for credit assessment.

Signed ..... Date .....

*Status (eg Principal, Director, Company Secretary etc.)*

## 10. Money Laundering

Hackney Council operates a strict policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets Act 2000. All suspicious transactions will be reported to the appropriate authorities where the Council has reasonable grounds to suspect that an offence has or may be committed.

## 11. Fraud

Hackney Council is under a duty to protect the public funds it administers and to this end may use within the Council the information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds.

I/We understand the Hackney Council's fraud policy and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the Council.

Signature of Applicant(s)

Please print name

Date

## 12. Identification

Please enclose two current colour passport size photographs, full face profile. The photographs must be certified as a true likeness of the applicant(s) by a Solicitor or Commissioner of Oaths with the words written at the back of each photograph: "I certify that this is a true likeness of (name and date)".

*To be exhibited with this application form.*

## 13. Statutory Declaration

I/We .....

do solemnly and sincerely declare that the statements of fact in numbered paragraphs 1-12 above are true. AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

DECLARED at ..... this ..... day of ..... }

..... }

Before me

[A commissioner for oaths or A solicitor empowered to administer oaths or (as appropriate)]

  
*Stamp of Solicitor or Commissioner's office*  
*Address*