



Commercial Property Application

Complete Application Form
Pay Admin Fee £200 plus VAT
(Includes credit checks, referencing and drawing of the lease)

Once the Admin fee is received the property will be held while credit checks and referencing are processed.

ID Required

Photographic ID - Passport / Driving Licence
Proof of Address – Recent Utility Bill
6 Months Bank Statements
Proof of Income
Copy of Company Accounts
Company Registration No

We conduct credit checks and referencing please complete the application form fully. Please note if you have CCJ's or any bad credit history this may affect your application

01902 907 888
Rob.ashley@mtproperty.co.uk

Company Assessment Application Form

This form can be used by letting agents or landlords who are vetting a Company prior to the letting of a property. Part A should be completed by the agent / landlord, Parts B and C are to be completed by the Company. The sections to be completed depend on the constitution of the Company to be assessed and are indicated within the body of the Application Form. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**.

Part A To be completed by the agent or landlord *Mandatory for all assessments*

Agent Name	MT Property		
Contact Name			
Telephone Number	01902 907 888		

To assist us to complete the assessment process, there might be a requirement to contact the Company by telephone. *Please tick the box if this is not acceptable*

Property Details:

House Number / Name			
Flat Number / Name			
Street			
Town			
District			
County		Postcode	
Total Rent	£	Per Week / Month <i>(delete as applicable)</i>	
Tenancy Commencement		Period	

Part B To be completed by the applicant Company *Mandatory for all assessments*

Please state full names of all occupiers of the property:

	First Name	Middle Name	Surname	Date of Birth
Tenant 1				
Tenant 2				
Tenant 3				
Tenant 4				
Tenant 5				
Tenant 6				

Full Company Name			
Contact Name			
Position Held			
Address Name / Number			
Street			
Town			
District			
County		Postcode	
Telephone		Fax Number	
Email Address			Period at Address

Public Ltd Private Ltd Partnership Sole Trader Proprietor Other

If Private Ltd or plc please provide registration number

Approximate date of company formation

Details of Accountant or Auditor (please authorise your accountant / auditor to provide a reference)

Name of Practice		Contact Name	
Address Name / Number			
Street			
Town			
District			
County		Postcode	
Telephone Number		Fax Number	
Email Address			

Details of Bank / Building Society

Organisation Name			
Address Name / Number			
Street			
Town			
District			
County		Postcode	
Telephone Number		Fax Number	
Account Name			
Account Number		Sort code	

Partnership / Sole Trader / Proprietor Details Complete if not a plc or private limited company

Partner 1 (Name)			
Address Name / Number			
Street			
Town			
District			
County		Postcode	
Telephone Number		Fax Number	
Email Address			

Partner 2 (Name)			
Address Name / Number			
Street			
Town			
District			
County		Postcode	
Telephone Number		Fax Number	
Email Address			

Trade Reference 1 (Name)			
Address Name / Number			
Street			
District			
County		Postcode	
Telephone Number		Fax Number	
Email Address			

Trade Reference 2 (Name)			
Address Name / Number			
Street			
District			
County		Postcode	
Telephone Number		Fax Number	
Email Address			

Consent:

In connection with this application a search will be carried out by MT Property to check all or any of the application details, which have been submitted.

I consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Please sign and date the form for and on behalf of the company:

Signed	<input type="text"/>	Date	<input type="text"/>
Position in Company	<input type="text"/>		