

REFERENCING SERVICE  
COMPANY APPLICATION  
FOR TENANCY



# REFERENCING SERVICE COMPANY APPLICATION FOR TENANCY



All areas marked in yellow are **MANDATORY**. We are unable to proceed without this information.

## 1. SERVICE, PROPERTY AND LANDLORD DETAILS

This section should be completed  
by NICHOLAS HUMPHREYS

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Period at address \_\_\_\_\_ years \_\_\_\_\_ months

Total rent for this property £ \_\_\_\_\_ per month

Prospective Landlord's name \_\_\_\_\_

Prospective Landlord's address \_\_\_\_\_

Postcode \_\_\_\_\_

## 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 \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

**Do you own this Property?** YES / NO

**Commercial Tenant?** YES / NO

**Has the company any adverse credit history?** YES / NO

If **YES**, please detail on a separate sheet. Please also be aware that it may harm your application if you say **NO** and are later found to have County Court Judgments, Bankruptcy Orders etc.

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### 3. COMPANY DETAILS

This section should be completed  
by the COMPANY

If the company is a subsidiary, please give details of the holding company.

Full company name \_\_\_\_\_

Company registration number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

### 4. MANAGING AGENT DETAILS

This section should be completed  
by the COMPANY

Please give details of the managing agent of your current residential property, if applicable.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel (day) \_\_\_\_\_ Tel (eve) \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Period at address \_\_\_\_\_ years \_\_\_\_\_ months

### 5. ACCOUNTANT/AUDITOR DETAILS

This section should be completed  
by the COMPANY

Please authorise your accountant/auditor to provide a reference.

Company name \_\_\_\_\_

Contact name \_\_\_\_\_

Contact position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

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## 6. SOLICITOR DETAILS

This section should be completed  
by the COMPANY

Practice name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_

## 7. PROPRIETOR/PARTNERS/DIRECTORS DETAILS

This section should be completed  
by the COMPANY

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### TRADE REFERENCE 1

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

### TRADE REFERENCE 2

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please continue on a separate sheet for additional proprietors/partners/directors.

## 8. PROPOSED OCCUPIER DETAILS

This section should be completed  
by the COMPANY

Name(s) \_\_\_\_\_  
Position in company \_\_\_\_\_  
**Marital status**  Single  Married  Divorced/separated  Other  
**Are they smokers?**  YES  NO **Ages of children** \_\_\_\_\_  
**Do they have any pets?**  YES  NO If YES please detail \_\_\_\_\_  
**Nationality** \_\_\_\_\_ **Who will pay the utility bills?**  The Occupier  The Company

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## 8. 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 letting agent and/or landlord and maybe accessed again should the Company default on its rental payment or apply for a new tenancy agreement in the future. I agree that White Kite Ltd T/a Nicholas Humphreys or their approved agent may search the files of a Credit Reference Agency and 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 I 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, White Kite Ltd T/a Nicholas Humphreys will remain the Data Controller for the purposes of this application. I also 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 and credit. I understand that in the event of any default by the Company in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to 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 confirm that I am a Director of the applicant and am duly authorised to make this declaration on its behalf.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The details you provide will be held by White Kite Ltd T/a Nicholas Humphreys.