



Commercial Tenancy Application Form

A separate application is needed for each applicant or joint applicant for a new commercial lease or the assignment of an existing lease.

Upon completion, please return to: JAMES PROPERTIES, Glanafon, Llandeloy, Haverfordwest, Pembrokeshire SA62 6LN

Tenancy Details

1. Property address:
2. Rent (£) – per annum:
3. Rental period (years):
4. Number of applicants:
(please note: each applicant needs to complete a separate application form)
5. The relationship of any joint applicants to you:
6. Proposed use:
7. Proposed tenancy start date:

Personal Details

1. Full name (including marital status):
2. Date of birth (dd/mm/yyyy):
3. Current address (including postcode):
4. Telephone number:
5. E-mail address:
6. Are you a: homeowner/private tenant/living with relatives/other?
7. Time at current address (dd/mm/yyyy): from to
8. If less than 3 years then please provide previous addresses & dates of all past occupations for the last 3 years:

Business Details

1. Business name:
2. Trading Status (Limited Company/Partnership/Sole Trader):
3. Existing Business (yes/no):
4. New Business (yes/no):
5. Company Registration Number:
6. VAT Registration Number:

Bank Details

A Bank Reference (called a status enquiry) is required. The person signing the declaration at the end of this form should be an authorised signature on the bank account.

1. Bank name:
2. Branch Address:
3. Account Number:
4. Sort Code:

Landlord's Reference

If this is the first property you have rented, you will need to provide an alternative reference, e.g. from an accountant or solicitor.

1. Full name of current landlord:
2. Address of current landlord:
3. Telephone number (home/work):
4. Telephone number (mobile):
5. Email address:

Business Reference

A business reference is required. This should be someone that you have traded with before, e.g. a customer or supplier. If this is a new venture, then provide details of previous employer.

1. Full name of Trader:
2. Address of Trader:
3. Telephone number (home/work):
4. Telephone number (mobile):
5. Email address:

Accounts Reference

Is the business currently trading (yes/no):

If yes, please provide 3 years accounting records. If 3 years are not available or if the company is a new venture, then a business plan and/or proof of sufficient funds to cover the rent payments will need to be provided. A deposit will also be requested.

If the proposed tenant is a limited company and if that company is new or unable to demonstrate trading records for at least 3 years at a level considered satisfactory to be able to pay the level of the proposed rent, then guarantees will be required.

1. Full name Accountant:
2. Address of Accountant:
3. Telephone number (home/work):
4. Telephone number (mobile):
5. Email address:

Guarantor Details

1. Name & address:
2. Telephone number:
3. Relationship to you:

Credit History

1. Have you or the Company or any of the other Partners or Directors ever had a County Court Judgement made against them for non-payment of any bill, loan, etc (yes/no)?.....
2. Have you ever had any adverse credit history (yes/no)?.....
3. If yes to either of the above, please supply details:.....
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Personal Referee

1. Name & address:.....
2. Telephone number:.....
3. Relationship to you:.....

Current Employment Details

1. Name of current employer:.....
2. Address of current employer:.....
3. Telephone number:.....
4. Email address:.....
5. Date employment commenced (dd/mm/yyyy):.....
6. Position held:.....
7. Gross Annual Earnings:.....
8. Nature of employment: (full time/part time/contract/self-employed).....

Other Income

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Proposed Joint Tenants/Partners

Please give full names, addresses and occupations – please note, a separate application is needed for all joint tenants

Joint Tenant/Partner 1: Name:
Address:
Trading name if different:

Joint Tenant/Partner 2: Name:
Address:
Trading name if different:

Joint Tenant/Partner 3: Name:
Address:
Trading name if different:

Joint Tenant/Partner 4: Name:
Address:
Trading name if different:

Summary of Proposal

Please state your intentions for the property including any alterations, changes of use etc required.

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Projected Turnover:

Rental Bid/Offer:

Declaration

I hereby confirm that the information I have provided is to the best of my knowledge true and accurate at the time of completion. I hereby agree that the landlord named at the beginning of this application form may make whatever enquiries he/she deems necessary in connection with my application for this tenancy. I authorise my employer, bank / building society, personal referee / guarantor, to provide information about me, any prior tenant history, and any employment / financial affairs as appropriate to the landlord's enquiries. I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted access to the references or be given any explanation should my references prove unsatisfactory.

I acknowledge that any fees involved in carrying out credit checks will be met by me.

Completing this form does not commit the prospective tenant or landlord to a tenancy. This application form is the initial stage in the application process. Successful applicants will be shortlisted, invited to present their proposals at interview.

Signed by the Applicant:

Print name:

In the presence of:

Print name:

Date: