

Company Application Form

Agent Name	Swan Property Management (Crawley)	1Brittingham House
Agent Number	1402298	Orchard Street
Agent Tel	01293 535230	
Agent Fax	01293 421 624	RH11 7AE



This form can be used by letting agents who are vetting an applicant prior to the letting of a property. Sections 1 - 3 should be completed by the agent, all other sections should be completed by the applicant.

Please complete this application form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Failure to complete this form in full will severely delay the processing of this application. Incomplete forms will be returned. If you have any questions when completing this form then please contact the HomeLet Referencing team on 0870 240 2295.

Please note: Company Applications cannot be entered via the Connect system, please fax directly to HomeLet on 0870 240 2296. Applications will only be accepted from a UK based Limited (LTD) or Public Limited Company (PLC).

Section 1

(To be completed by the agent)

Please select which product you require. Once selected please check the sections to be completed and proceed to fill them out. **Please select only one product.**

Product Selection

Product		Sections	Product	6 Month Product	12 Month Product	Sections
Comprehensive Plus	<input type="checkbox"/>	Complete sections 1,2,4,5,6	Extra	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,6
			Advantage	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,6

Section 2

(To be completed by the agent)

Please provide full address details of the property to be let including the address, share of rent, tenancy start date, and tenancy length. The information that you provide in this section is used in the reports that we will send to you, so it is important that the information is correct.

Property to Let Information

House/flat name/number	<input type="text"/>																				
Street name	<input type="text"/>																				
City / town	<input type="text"/>																				
County	<input type="text"/>																				
Postcode	<input type="text"/>				<input type="text"/>																
Total rent for the property	£	<input type="text"/>																			
Share of rent for this applicant	£	<input type="text"/>						Expected tenancy start date	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
Total number of tenants to be referenced for this property	<input type="text"/>		Duration of tenancy (months)	<input type="text"/>																	

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Section 3

(To be completed by the agent)

If you have selected a rent guarantee product (Extra or Advantage) please provide full details of the prospective landlord.

Prospective Landlord's Information

First name	<input type="text"/>
Last name	<input type="text"/>
House/flat name/number	<input type="text"/>
Street name	<input type="text"/>
City / town	<input type="text"/>
County / country	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Telephone (inc STD)	<input type="text"/>
Mobile phone	<input type="text"/>
Email address	<input type="text"/>

Section 4

(To be completed by the tenant)

Please complete this form in full, ensuring all information is accurate. We will use the information you have provided in our checks. Applications will only be accepted from a UK based Limited (LTD) or Public Limited Company (PLC).

Company Details

Company name	<input type="text"/>
Trading name	<input type="text"/>
Registration number	<input type="text"/>
Date of incorporation	<input type="text"/> <input type="text"/> <input type="text"/>
Contact name	<input type="text"/>
Telephone (inc STD)	<input type="text"/>

Registered Address

House/flat name/number	<input type="text"/>
Street name	<input type="text"/>
City / town	<input type="text"/>
County / country	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Period at this address	Years <input type="text"/> Months <input type="text"/>

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Section 4 continued

(To be completed by the tenant)

Trading Address

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this address
Years Months

Holding Company

Company name

Registration number

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this address
Years Months

Additional Information

Please tick here if you are submitting the latest Profit and Loss accounts with this application

Use this space to provide any additional information that may help us when processing your application. If you run out of space, please use a separate sheet.

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Section 5

(To be completed by the tenant)

Please read the declaration and sign and date below. We cannot proceed with this application if you do not sign. This form must be signed by a Company Director or Company Secretary who is listed with Company's House.

Declaration

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 appointed letting agent and/or landlord and may be accessed again should the company default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that the company may request the name and address of the Credit Reference Agency to whom it may then apply for a copy of the information provided. I understand that information provided by me may be transferred to a country outside the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet 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 HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by the company in respect of the covenants in its tenancy agreement with its landlord, the information contained herein may be disclosed to HomeLet and/or 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 company and am duly authorised to make this declaration on its behalf.

For and on behalf of the company


Signed

Print name in full

Date

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services Limited, Barbon Insurance Group and other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services Limited. Barbon Insurance Group Limited is authorised and regulated by the Financial Services Authority. Registered in England number 3135797. Registered Office Address: 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

 To avoid delays to your tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be returned and will not be processed.

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Section 6

(To be completed by the tenant)

To help your letting agent prepare for your tenancy agreement, please complete the sections that are relevant to you.

Personal Details - Proposed Occupier

Name

Position in company

Who will pay the utility bills? The occupier The company

Are you a smoker? Yes No

Do you have any pets? Yes No

If yes, please provide details

Please provide the details of any children who will be occupying the property:

Name

Date of birth

Name

Date of birth

Name

Date of birth

Name

Date of birth

Please provide the details of your next of kin below:

Name

Address

Postcode

Telephone (inc STD)

Relationship

Bank / Building Society Details:

Name(s) of account holder(s)

Sort code Account number

Bank name

Branch address

Postcode

Note to letting agent - Please detach this page before sending the application to HomeLet