

COMPANY LET APPLICATION FORM



PLEASE RETURN COMPLETED APPLICATION
FORM AS SOON AS POSSIBLE ALONG WITH
TWO FORMS OF I.D. (ONE MUST BE
PHOTOGRAPHIC)

TO

BURNETT DAVIES LETTINGS
17 HIGH STREET, BARRY, CF62 7EA
TEL: 01446 737 255
enquiries@burnettdavieslettings.co.uk

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- Email addresses and fax numbers are very helpful in speeding up the reference process so please supply these.
- **Please ensure you sign both consent forms which need to be returned to Burnett Davies Lettings as soon as possible.**
- Please contact your referees (employer, current landlord/managing agency) to let them know you have requested a reference and giving them permission to disclose information to us.
- You **MUST** produce 2 original forms of ID one of which must be photographic and one with your current address. Copies will be taken and retained on our files.
- Please note if you are a foreign national you **MUST** provide us with original copies of any migrant/permits, an in date passport, worker registration certificates, indefinite leave to remain etc. Copies will be taken and retained on our files.

Other information

- You are expected to move in straight away (or if the property is tenanted within 7 days of the previous tenant vacating). If you wish to move in at a later date this should be agreed with us before the referencing procedure takes place. If a landlord agrees to hold the property for you past these dates then a non returnable deposit of one month's rent will be required to hold the property to the agreed move in date. This deposit will be payable after the referencing process has taken place and on sign up will be deducted from your sign up invoice. If there are references outstanding after 10 working days you may also be required to pay a non returnable deposit of one month's rent (if the landlord is in agreement) and you wish us to continue to hold the property for you. If you subsequently decide not to proceed with the letting this payment is not refundable.
- If you wish rent to be paid on a specific day of the month (i.e. 1st of each month) please advise us before you sign up so the contract can be amended otherwise the rent will be due on the same day each month as the date you move in. Please note this is a legal contract and we will be unable to amend the contract without preparing new documentation for which charges will apply.
- Agency fees –. You will be asked to pay the agency fee (in cash or by bank transfer) after we check and accept your application form (which must be completed in accordance with the points listed above) with accompanying I.D. Referencing cannot proceed until approval of your application and payment of the fee.
 - Fee of 1 weeks rent plus VAT.
 - Minimum fee of £180 (£150.00 plus VAT).
 - Joint tenants - if more than 1 applicant an extra £60 (£50.00 plus VAT) per person
 - Also if a guarantor is required an extra £60.00 (£50 plus VAT) per guarantor
 - All fees are non refundable should you withdraw from the letting or fail referencing.
- Move in costs (in cash or by bank transfer prior to the sign up)
 - First month's rent
 - Bond (usually one month rent) but some landlords charge more. Please check.

IMPORTANT PLEASE READ THIS BEFORE COMPLETING

COMPLETE FORM IN FULL AND IN BLOCK CAPITALS

It is VITAL that all the information is filled in on this form.
Missing information will result in this form **not** being processed.

**Version
22**

"ALSO FOR USE WITH COMPANIES STANDING AS GUARANTORS"

Company Tenancy/Guarantor Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

MISSING INFORMATION WILL RESULT IN DELAYS

FOR LETTING AGENTS USE ONLY

Agent Name Agency No

Contact Name Service 48 Hour (3pm deadline) 24 Hour (12pm deadline) You must view and retain two forms of identification, one being photographic.

WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Smart Rental Protection? **YES** **NO**

Do you require a Smart Rental Protection + ? **YES** **NO**

Do you require a Superior Rental Protection? **YES** **NO**

PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS.

PLEASE NOTE WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS

If 'yes' please choose a Superior Rental Protection period: **6 months** **12 months**

If the Superior Rental Protection is to replace an existing Superior product, please supply the current contract number:

Landlord Name Mobile No

Address Landline

Phone No

Landlord

Email

Postcode

We the above named agent warrant that we are appointed by the person named as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

Signature of Agent	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode Management Type: Full Management Let Only Unknown

Property Type: Terraced Semi-Detached Detached Flat

Property Rent £ Applicant's Share of Rent per Month £ Proposed Tenancy Start Date / / Rental Period (in months) No. of Bedrooms

2 COMPANY DETAILS

Company Name

Company Address

Inc Postcode

Period at Address Years Months Contact Name

Telephone No. Fax Number

Website Address Email Address

Company Type Public Ltd Private Ltd Partnership Sole Trader Other (please give details)

IMPORTANT: If Ltd or Plc please give Company Registration Number

And approximate date of company formation

3 ACCOUNTANT'S DETAILS

Company Name Contact Name

Address

Postcode Business Landline Phone No Fax No

Email Address

Is your Accountant: Chartered **OR** Certified Registered Number (if known)

© FCC Paragon FCB0314-22

4 PROPRIETOR'S / PARTNER'S / SOLE TRADER DETAILS - ONLY IF NON LTD

Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	Phone No	<input type="text"/>	Fax No <input type="text"/>
Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	Phone No	<input type="text"/>	Fax No <input type="text"/>
Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	Phone No	<input type="text"/>	Fax No <input type="text"/>

5 TRADE REFERENCES (2 REFERENCES REQUIRED) - ONLY IF NON LTD

Referee Name	<input type="text"/>		
Referee Address	<input type="text"/>		
Postcode	Phone No	<input type="text"/>	Fax No <input type="text"/>
Referee Name	<input type="text"/>		
Referee Address	<input type="text"/>		
Postcode	Phone No	<input type="text"/>	Fax No <input type="text"/>

6 DECLARATION

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon's findings will be forwarded to the appointed Letting Agent and or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I understand that by signing this form, should the application be successful, any dilapidations remain the companies responsibility and agree they will pay for any dilapidations on the termination or vacating of the property under any circumstances.

I agree that FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. In the event that the company continue to rent this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit searches. All information will be treated as confidential. If you are completing this electronically, you must complete your name below (handwritten applications must be signed) This confirms you have read the declaration and agree to us processing this information. By signing this application form you are agreeing to the above being processed in accordance with the Data Protection Act.

Important - Use of your information

We may contact you by email or telephone with information about products which may be of interest to you. We may pass your details to other (selected businesses/companies of our group) to send you information about their products. You have a right at any time to stop us from contacting you or giving your details to others for these purposes. If you wish us to stop you may write to our department at 4, 5 & 6 Quay Point, Northarbour Road, Portsmouth, Hampshire, PO6 3TD or please tick the box.
We process and hold all information in accordance with the Data Protection Act 1998.

For and on behalf of the Company	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
Signatory's Name	<input type="text"/>	Position	<input type="text"/>

You must provide two forms of identification, one being photographic, to your letting agent and proof of your position within the company.

Consent Form

I authorise FCC Paragon to carry out all necessary background and financial checks to verify the information I have submitted on my application form. By signing this consent form I authorise them to make the relevant enquiries and take references to validate the information I have provided.

I authorise FCC Paragon to use the information obtained to compile a report and provide the results directly to the Letting Agent and/or Landlord who I have applied for a tenancy with. I understand that the information obtained will be retained, stored and used by FCC Paragon in accordance with the Data Protection Act.

Applicant's Signature _____

Print Full Name _____

Date _____

Letting Agents Reference _____

To help speed up the referencing process you can hand this to your referees (employer/accountant/current landlord/managing agent), this means that they will be expecting our call and that they will have your permission to disclose information to us.

Please sign this Consent Form and return to FCC Paragon on the details below:

Email - reference.fax@fccparagon.com

Or Fax - 0844 375 9607

Thank you very much in advance for your co-operation.

FCC Paragon