



# Application Form

For Commercial Tenancy

If you need help filling this form in,  
please contact Getty Properties  
Tel: +44 (0) 7411 011 651

For information about property availability, please visit  
our website at [www.gettyproperties.com](http://www.gettyproperties.com)



# Commercial Tenancy Application

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

To avoid delays please give full details - this form **MUST** be completed prior to carrying out credit searches – Forms can be sent to [admin@gettyproperties.com](mailto:admin@gettyproperties.com)

Prospective Commercial Tenant Details:					
Trading Status: Answer Yes or No	Sole Trader?	Partnership?	Limited Company?		
Existing Business?	New Business?	VAT Registration Number:			
Title:		Surname/Last name:			
First Name:		Middle Name/s:			
Address:					
Post Code:					
Time spent at current address:-	Years:	Months:-			
Telephone Home:	Telephone Work:	Telephone Mobile:			
Email address:					
Identification (Please provide proof of National Insurance Number and Passport/Drivers Licence)					
Date of Birth:		National Insurance Number:			
Driver Licence Number (if applicable):		Passport Number:			
Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Windowed <input type="checkbox"/> Living with Partner <input type="checkbox"/> (tick box)					
House owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> Lodger <input type="checkbox"/> Living with relatives or friends <input type="checkbox"/> (tick box)					
Answer clearly – write Yes or No ?	County Court Judgements?	Individual Voluntary Agreement?	Bankruptcy/ Sequestration?	Admin. Orders?	If Yes to any, further details will be required

Previous Addresses – full addresses for last three years including postcodes, dates – continue over if necessary...

Current Business Landlord [ ] or, Letting Agent [ ] Managing Agent [ ] (tick a box, if applicable)

Name:

Telephone:

Full Address:

Post Code:

Accountant(s):

Solicitor(s):

Accountant Name:

Solicitor Name:

Full Address:

Full Address:

Post Code:

Post Code:

Telephone:

Telephone:

Email:

Email:

Present Occupation: Employed [ ] Self-employed [ ] On-Contract [ ] Retired [ ] Un-employed [ ] Student [ ] Independent Means [ ] (tick box)	Employer (where/if applicable):
Line Manager/point of contact:	Address:
Start date with this employer?	Employer Telephone:
Fax:	Email:
Employee Ref No:	Position Held:
Gross Annual Earnings £	Your work Fax (if applicable)
Your work Telephone:	Your work Email:
Is your employment permanent?	Do you plan to change employment soon?
Previous Occupation (if less than 3 years):	Employer:
Line Manager/point of contact:	Address:
Start Date of Employment:	Telephone:  Email:

Bank or Building Society Details:	Bank Branch Name:
Bank or Society Current A/c Name:	Bank Address:  Post Code:
Account Number:	Sort Code:
<b>Surety Guarantor / Character Referee</b>	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
<b>Trade Reference 1</b>	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	

Proposed Joint Tenants: (Please give full names, addresses and occupations – please note a separate application is needed for all joint tenants)

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

Limited Company Name:

Trading Name if different:

Full Address of Registered Office:

Full Trading Address if different:

Company Registration Number:

Date of Registration:

Full Names and Addresses of all Directors:

Continue over if necessary: A company may be required to put forward directors as guarantors on the tenancy.

I apply for a Commercial Tenancy at: (full description and address of property)

For a period of:

The rental amount is £                                  payable                                  [ period                                  ]  
in advance by Cash / Cheque / Standing Order / Direct Debit

Security deposit required: £                                  Administration fee required £                                  (payment must be cleared before  
entry where applicable)

**Tenants must take out their own business and contents insurance.** *Building Insurance is organised by Landlord then  
reimbursed by Tenant (A Broker may be used to find the best deal)*

**Declaration**

I believe the information provided here to be true and authorise the landlord or agent to: • carry out credit searches and reference checks (with assistance by the tenant where necessary) and to contact employers, banks, referees, guarantors and credit reference agencies. • use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection. • handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988 and in line with guidance to the General Data Protection Regulation.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided on individuals and company checks. I agree that I may have to sign up for a FREE Credit check up to a maximum of 3 of the main credit agencies used within the UK namely Equifax, Experian, TransUnion (formally Callcredit) and Crediva etc. (<https://www.checkmyfile.com> allows you to check all 4 at the same time)

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the lease agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent.

Signature of Applicant:

Date:

Print full name in block capitals: