

# Company Assessment Application Form



Part A should be completed by the branch. Parts B and C are to be completed by the company. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed please return to your local branch.

## Part A To be completed by the branch *(mandatory for all assessments)*

Branch Name	<input type="text"/>	TLC Username/ Cost Centre	<input type="text"/>
Contact Name	<input type="text"/>		
Contact Telephone Number	<input type="text"/>		

**Complete Parts:** *please tick to highlight which parts you are completing*

Company Credit Check

A B C

## Property Details

House Number / Name	<input type="text"/>		
Flat Number / Name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Total Rent	£ <input type="text"/>	Per week / month <i>(delete as appropriate)</i>	
Proposed Tenancy Commencement Date	<input type="text"/>	Period	<input type="text"/>
Does the Landlord have resident landlord status?	Yes <input type="radio"/>	No <input type="radio"/>	

### Confidentiality Note

Once fully complete, please transfer to [www.tenant-letting-check.com](http://www.tenant-letting-check.com). The information contained within this application is being transmitted to and is intended only for TLC. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this is strictly prohibited. If you receive this application in error, please immediately notify us by calling **0870 034 8586**.

**Part B To be completed by the applicant company** (mandatory for all assessments)

Please complete ALL boxes.

**Company Details**

Full Company Name	<input type="text"/>		
House Number / Name	<input type="text"/>		
Flat Number / Name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone*	<input type="text"/>	Fax Number*	<input type="text"/>
Email Address*	<input type="text"/>		

**Company Type**

Public Ltd	Private Ltd	Partnership	Sole Trader	Proprietor	LLP	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If Private Ltd or PLC please provide registration number

Approximate date of company formation

**Please give the names of all occupiers moving into the property**

	First Name	Middle Name	Surname	Relationship
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Company Contact Details**

Mr/Mrs/Miss/Ms*	<input type="text"/>	Other (please specify)	<input type="text"/>
Surname *	<input type="text"/>		
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Email Address *	<input type="text"/>	Job Title*	<input type="text"/>

**Partner 1 details** (if you are a Sole Trader, Partnership or Proprietor a personal credit check will be carried out)

Full Name\*

Date of Birth\*

House Number / Name\*

Flat Number / Name\*

Street\*

Town\*

District\*

County\*  Postcode\*

**Partner 2 details** (if you are a Sole Trader, Partnership or Proprietor a personal credit check will be carried out)

Full Name\*

Date of Birth\*

House Number / Name\*

Flat Number / Name\*

Street\*

Town\*

District\*

County\*  Postcode\*

**Details of Accountant or Auditor** (please authorise your accountant/ auditor to provide a reference)

Practice Name\*

Office / House Name

Street Number / Name

Town

District

County  Postcode

Contact Name\*

Daytime Telephone\*  Fax No.\*   
(including STD code)

Extension

Email Address\*

How long has this Accountant / Auditor acted for you? Years  Months

**Details of Trade Reference 1** *(please authorise your supplier to provide a reference)*

Name*	<input type="text"/>	
Office / House Name	<input type="text"/>	
Street Number / Name	<input type="text"/>	
Town	<input type="text"/>	
District	<input type="text"/>	
County	Postcode	<input type="text"/>
Contact Name*	<input type="text"/>	
Daytime Telephone* (including STD code)	Fax Number*	<input type="text"/>
Extension	<input type="text"/>	
Email Address*	<input type="text"/>	

**Details of Trade Reference 2** *(please authorise your supplier to provide a reference)*

Name*	<input type="text"/>	
Office / House Name	<input type="text"/>	
Street Number / Name	<input type="text"/>	
Town	<input type="text"/>	
District	<input type="text"/>	
County	Postcode	<input type="text"/>
Contact Name*	<input type="text"/>	
Daytime Telephone* (including STD code)	Fax Number*	<input type="text"/>
Extension	<input type="text"/>	
Email Address*	<input type="text"/>	

**Part C To be completed by the applicant Company (mandatory for all assessments)**

**Consent**

Please read the declaration and sign by ticking the box below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

The information you have given in this application form should be true to the best of your knowledge. We will verify this by fair and lawful means, which will involve contacting referees and one or more licensed credit referencing agencies. Tenant Letting Check may pass your application to its carefully selected partners for the purposes of assisting with the referencing and where this is the case, the chosen referencing partner will contact referees and one or more licensed credit referencing agencies. Our present referencing partners are HomeLet, Keysafe and Rentshield Direct, but may include others from time to time.

Tenant Letting Check and/or our partners as described above will search records held by one or more credit referencing agencies and you agree that Tenant Letting Check, our partners and those credit referencing agencies will keep a record of that search and its results. The results of the referencing process may show how you conduct your payments, including rental payments, and this may be disclosed to the letting agency and/or landlord and may affect future applications from you.

The law requires that we verify the identity of all applicants under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. We will therefore seek to verify your identity and obtain proof of residency via electronic verification using the CallML online identity check system (provided by TransUnion). The footprint left by carrying out a CallML search is "Prevention of Money Laundering". This will be visible on your credit file along with a footprint of the credit search. These footprints will have no effect on your credit score or credit-worthiness.

You may still be required to provide photo ID and proof of residency to your letting agency and/or landlord, or to Tenant Letting Check or one of our partners as described above.

A copy of your application form and the results of any searches or assessment, along with any supporting documentation, may be forwarded to the letting agency and/or to the landlord for the purposes of assessing your application, and for the purposes of debt collection, tracing and fraud prevention.

The law specifies that the parties have 14 days to carry out references and complete the tenancy paperwork, otherwise the holding deposit should be returned. In order to allow your tenancy application to proceed, if necessary, beyond 14 days, you hereby agree to extend this deadline to your proposed move in date.

Your holding deposit will not be refunded to you under the following circumstances:

- (1) You or your joint tenants do not have a legal Right to Rent a property in the UK.
- (2) False or misleading information is provided in your tenancy application (examples of which could be you advising that no CCJs exist and the subsequent credit reference revealing one or more CCJs, or falsifying your salary/income).
- (3) You notify us or the landlord during the extended period that you do not want to proceed with a tenancy agreement for the above property.
- (4) We or the landlord have taken reasonable steps to process the tenancy application but you have caused a delay by failing to take reasonable steps to proceed with the application process and sign a tenancy agreement.

Where the landlord decides not to grant you a tenancy for reasons that are not set out in (1)-(4) above the holding deposit will be returned to you within 7 days of the decision being made.

**UTILITIES AND COUNCIL TAX** - You acknowledge that we will use your name, address and contact details for the purposes of notifying your council tax, water and energy suppliers at the property and for the purposes of setting up your accounts with them.

We will pass these details to OVO Energy Limited also trading as SSE who performs these services on our behalf.

Otherwise all information will be treated as confidential.

You should signify your agreement to the text above by ticking this box.

**Signature\***  **Date\***

**Print Name\***

**Position in Company\***

Tenant Letting Check (TLC) 2nd Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN Tel 0870 034 8586 Fax 01476 563 606 Web Tenant-Letting-Check.com  
TLC trading name of Sequence (UK) Limited. Registered in England, number 4268443. Registered office: Cumbria House 16 – 20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN.

