

# Referencing Service Company Application for Tenancy



# Referencing Service

## Company Application for Tenancy

All areas marked in pink are **MANDATORY**.  
We are unable to proceed without this information.

**Barkers** est.1985  
estate & letting agents

### 1. SERVICE, PROPERTY AND LANDLORD DETAILS

This section should be completed  
by BARKERS ESTATE AGENTS

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Period at address  years  months

Total rent for this property £  per month

Prospective Landlord's name \_\_\_\_\_

Prospective Landlord's address \_\_\_\_\_

Postcode \_\_\_\_\_

### 2. COMPANY DETAILS

This section should be completed  
by the COMPANY

Full company name \_\_\_\_\_

Contact name \_\_\_\_\_

Contact position \_\_\_\_\_

Company registration number  Date of company formation  /  /

Current business address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone  Fax

Email address \_\_\_\_\_

Do you own this Property? YES / NO

Commercial Tenant? YES / NO

Has the company any adverse credit history? YES / NO

If **YES**, please detail on a separate sheet. Please also be aware that it may harm your application if you say **NO** and are later found to have County Court Judgments, Bankruptcy Orders etc.

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### 3. COMPANY DETAILS

This section should be completed  
by the COMPANY

If the company is a subsidiary, please give details of the holding company.

Full company name \_\_\_\_\_

Company registration number \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

### 4. MANAGING AGENT DETAILS

This section should be completed  
by the COMPANY

Please give details of the managing agent of your current residential property, if applicable.

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel (day) \_\_\_\_\_ Tel (eve) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

If property not held for the last three years, please provide address(es) and dates of occupation, attaching a separate sheet if necessary.

Address 2 \_\_\_\_\_

Postcode \_\_\_\_\_

Period at address \_\_\_\_\_ years \_\_\_\_\_ months

### 5. ACCOUNTANT/AUDITOR DETAILS

This section should be completed  
by the COMPANY

Please authorise your accountant/auditor to provide a reference.

Company name \_\_\_\_\_

Contact name \_\_\_\_\_

Contact position \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

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## 6. SOLICITOR DETAILS

This section should be completed  
by the COMPANY

Practice name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_

## 7. PROPRIETOR/PARTNERS/DIRECTORS DETAILS

This section should be completed  
by the COMPANY

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### TRADE REFERENCE 1

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

### TRADE REFERENCE 2

Contact name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please continue on a separate sheet for additional proprietors/partners/directors.

## 8. PROPOSED OCCUPIER DETAILS

This section should be completed  
by the COMPANY

Name(s) \_\_\_\_\_  
Position in company \_\_\_\_\_  
**Marital status**       Single    Married    Divorced/separated    Other  
**Are they smokers?**       YES    NO   **Ages of children** \_\_\_\_\_  
**Do they have any pets?**       YES    NO   If YES please detail \_\_\_\_\_  
**Nationality** \_\_\_\_\_      **Who will pay the utility bills?**    The Occupier    The Company

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## 8. DECLARATION

This section should be completed  
by the **COMPANY**

Please read the declaration and sign and date below.

### **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

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 letting agent and/or landlord and maybe accessed again should the Company default on its rental payment or apply for a new tenancy agreement in the future. I agree that White Kite Ltd T/a Barkers Estate Agents or their approved agent may search the files of a Credit Reference Agency and will keep a record of that search. I understand that the Company may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, White Kite Ltd T/a Barkers Estate Agents 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 in the event of any default by the Company in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to 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 and am duly authorised to make this declaration on its behalf.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Date  /  /

The details you provide will be held by White Kite Ltd T/a Barkers Estate Agents.



[www.nicholashumphreys.com](http://www.nicholashumphreys.com)

SALES AND PROFESSIONAL LETTINGS

183 High Street  
Abbey Arcade

**BURTON UPON TRENT**

Staffordshire DE14 1HN

Tel: 01283 528020

Fax: 01283 528021

email: [burton@nicholashumphreys.com](mailto:burton@nicholashumphreys.com)

STUDENT LETTINGS

15 Friar Gate

**DERBY**

Derbyshire DE1 1BU

Tel: 01332 265662

Fax: 01332 370789

email: [derby@nicholashumphreys.com](mailto:derby@nicholashumphreys.com)

STUDENT LETTINGS

38-44 Braunstone Gate

**LEICESTER**

Leicestershire LE3 5LG

Tel: 0116 275 8222

Fax: 0116 255 6543

email: [leicester@nicholashumphreys.com](mailto:leicester@nicholashumphreys.com)

STUDENT LETTINGS

39 Ashby Road

**LOUGHBOROUGH**

Leicestershire LE11 3AA

Tel: 01509 266696

Fax: 01509 232900

email: [lboro@nicholashumphreys.com](mailto:lboro@nicholashumphreys.com)

SALES AND PROFESSIONAL LETTINGS

19 Market Street

**LOUGHBOROUGH**

Leicestershire LE11 3EP

Tel: 01509 260606

Fax: 01509 260608

email: [loughborough@nicholashumphreys.com](mailto:loughborough@nicholashumphreys.com)

ACCOUNTS

93 Ashby Road

**LOUGHBOROUGH**

Leicestershire LE11 3AB

Tel: 01509 260066

Fax: 01509 233815

email: [accounts@nicholashumphreys.com](mailto:accounts@nicholashumphreys.com)

Sister Company  
est.1985



[www.barkers1985.co.uk](http://www.barkers1985.co.uk)

SALES AND PROFESSIONAL LETTINGS

38-44 Braunstone Gate

**LEICESTER**

Leicestershire LE3 5LG

Tel: 0116 275 8338

Fax: 0116 255 6543

email: [bgate@barkers1985.com](mailto:bgate@barkers1985.com)

SALES AND PROFESSIONAL LETTINGS

79 Queens Road

Clarendon Park

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Leicestershire LE2 1TT

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Fax: 0116 270 2137

email: [queensroad@barkers1985.com](mailto:queensroad@barkers1985.com)

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