



Lenwell Property Services		
Head Office 8 Wellington Street Luton Bedfordshire, LU1 2QH		
Luton	Tel. 01582 616263	Fax. 0870 0941773
Dunstable	Tel. 01582 543680	Fax. 0870 0941774
St Albans	Tel. 01727 866686	Fax. 0870 0941775
www.lenwell.com		

REFERENCING SERVICE

COMPANY APPLICATION FOR TENANCY

1502881

1. PROPERTY AND LANDLORD DETAILS

This section should be completed by the **LETTING AGENT**

Application ref. <input type="text"/> (office use only)	Property ref. <input type="text"/> (office use only)
Proposed property address <input type="text"/>	
<input type="text"/>	Post code <input type="text"/>
Total rent for this property: £ <input type="text"/> per month	Tenancy term: <input type="text"/> years <input type="text"/> months
Prospective landlord's name <input type="text"/>	
Prospective landlord's address <input type="text"/>	
<input type="text"/>	Post code <input type="text"/>

2. COMPANY DETAILS

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

Full company name <input type="text"/>	
Contact name <input type="text"/>	Contact position <input type="text"/>
Company registration no. <input type="text"/>	Date of company formation <input type="text"/>
Current business address <input type="text"/>	
<input type="text"/>	Post code <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	Period at address: <input type="text"/> years <input type="text"/> months
Do you own the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commercial tenant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the company any adverse credit history?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail on a separate sheet.

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

3. HOLDING COMPANY DETAILS

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

Full company name

Company registration no.

Address

Post code

Telephone: Fax:

Email:

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

4. MANAGING AGENT DETAILS

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

Name

Address

Post code

Tel (day): Tel (evening):

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

Post code

Period at address: years months

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

5. ACCOUNTANT / AUDITOR DETAILS

Please authorise your accountant / auditor to provide a reference.

How long has this company acted for you? years months

Company name Contact name/position

Address

Post code

Tel: Fax:

Email:

6. SOLICITORS DETAILS

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

Practice name Contact name/position

Address

Post code

Tel: Fax:

Email:

7. BANK / BUILDING SOCIETY ACCOUNT DETAILS

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

Bank / building society name Current account only

Address

Post code

Tel: Account name

Account number Bank sort code

8. PROPRIETOR / PARTNERS / DIRECTORS DETAILS (please specify)

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

Name

Address

Post code

Tel: Date of birth:

Trade reference (1) name

Address

Post code

Tel: Fax:

Trade reference (2) name

Address

Post code

Tel: Fax:

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

9. PROPOSED OCCUPIER DETAILS

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

Name(s)

Position in company

Marital status: Single Married Divorced/separated Other

Ages of children Are they smokers? Yes No

Do they have any pets? Please detail:

Nationality

Who will pay the utility bills? The occupier The company

10. DECLARATION

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

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

I enclose £100 including VAT (additional tenants charged at £50 each) to cover administration costs for the property above and £_____ towards the first month's rent. I confirm that I have read the Lenwell Tenant's Charter (a copy of which is overleaf). The information completed is correct and if required references may be taken. In accordance with the Tenant's Charter I understand I will lose **all** monies paid to Lenwell if I withdraw from the proposed tenancy. I understand all negotiations are **subject to contract** and if I have any further requirements or requests I will put them in writing to my Lenwell manager. I also understand any refund due to me will be paid within ten working days of my written request and sent to me by cheque.

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 Lenwell Property Services and/or the landlord, and/or Jordan's and may be accessed again should the Company default on its 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 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 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, 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 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, Lenwell Property Services or Jordan's 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 hereby authorize the above named bank or Building Society to respond to status enquiries made in respect of this application. I confirm that I am a Director of the applicant Company and am duly authorized to make this declaration on its behalf.

For and on behalf of the company:

Signed:

Name:

Position held: Date:

The details you provide, including your email address, will be held by HomeLet and Lenwell Property Services and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

This charter is here to assist tenants and make them aware of their position as regards LENWELL. Where LENWELL is the appointed agent of the LANDLORD no contract can exist between the TENANT and LENWELL. However, the following matters are dealt with by LENWELL on behalf of the LANDLORD and directly affect the TENANT.

1. Administration costs

Upon a prospective TENANT being provisionally accepted by the LANDLORD and the property being withdrawn from the market an administration fee is payable by the tenant for the costs LENWELL incur to obtain references and prepare the tenancy agreement. In the event that the tenant withdraws from the proposed tenancy a further charge of 50% of the first months rent plus VAT is also payable to LENWELL. This charge represents the reasonable costs LENWELL have incurred in marketing the property, arranging viewings and withdrawing the property from the market.

2. References

Where, for whatever reason, the tenancy does not proceed any references undertaken by LENWELL remain the property of LENWELL. These will be released to the prospective TENANT upon receipt of an administration fee, although LENWELL accept no liability for the accuracy of such references so obtained.

3. Deposit and 1st month's rent

Prior to moving into the property the (prospective) TENANT is normally required to pay one month's rent and a deposit of one month's rent (i.e. 2 month's rent) in advance in cleared funds, although the amount may vary in individual cases. The deposit is held by LENWELL as a stakeholder. This means that at the end of the Tenancy and any Statutory Tenancy which may arise thereafter this money will only be released by agreement of both

the LANDLORD and the TENANT. In the event of dispute between the LANDLORD and the TENANT LENWELL offer arbitration services; alternatively arbitration is available through the "Association of Residential Letting Agents"(ARLA). Deposits held by LENWELL are protected by a "Guarantee Bonding Scheme" (now known as a "Fidelity Bond") insured through ARLA. As a contribution to the administration costs any interest earned on deposits is retained by LENWELL.

4. Moving in

Prior to the (prospective) TENANT being allowed to move into the property a Tenancy Agreement must be signed by both the TENANT and the LANDLORD and LENWELL must be in receipt of cleared funds from the TENANT as referred to in paragraphs 3 and 6. Until the Tenancy Agreement has been signed by the LANDLORD and the tenant and the funds have cleared the TENANT has no right to occupy the property.

5. What you see is what you get

Unless the TENANT has confirmation in writing from LENWELL to the contrary, signature of the Tenancy Agreement is acknowledgement that the Agreement contains the whole agreement between the parties and that the TENANT has not relied upon any oral or written representation made by the LANDLORD or LENWELL. Particular attention should be paid to the inventory and state of condition and the tenancy agreement.

6. Cleared funds

Where the prospective TENANT is paying by cheque this normally takes 5 working days to clear. Cash, bankers drafts and printed Building Society cheques are cleared immediately.

7. Refunds

Where, for whatever reason, the TENANT is due a refund of any monies paid then LENWELL will return these to the TENANT by post or to the TENANT's bank account within 10 working days of written request from the tenant for such and notification of the address or Bank, branch and account to which this should be sent. Alternatively the (prospective) TENANT may wish LENWELL to use these monies to cover the cost of arranging alternative accommodation. It must be appreciated that where the monies in question are the deposit held under the Tenancy Agreement no refund is due unless and until agreement has been reached between the parties as to such. Any interest earned upon monies held by LENWELL during the course of any Tenancy will be retained by LENWELL to offset the administration costs of such. Where monies are held by LENWELL past the end of the Tenancy or where no Tenancy Agreement is ever entered into LENWELL reserve the right to charge for the reasonable administration costs of such, limited to a maximum sum of the interest earned during the said period.

WHERE THE PROPERTY IS MANAGED BY LENWELL THE FOLLOWING ALSO APPLIES:

8. Payment of rent

Rent is payable and must be cleared, on or before the rent due date under the tenancy agreement. Cheques should be made payable to LENWELL and payment should be made either by post, by hand or by standing order at or to any of LENWELL's offices, although receipts are not provided unless payment accompanied by a stamped addressed envelope or is made in person.

9. Arrears of rent

If the rent falls into arrears LENWELL send a reminder letter to the TENANT free of charge. Where the rent remains outstanding for more than seven days from the rent due date LENWELL send a further reminder to the TENANT and notify the LANDLORD of such; however the TENANT is

liable for all of the administration costs thereby incurred. In the event that the rent continues to remain unpaid for more than 21 days from the rent due date LENWELL send a further reminder to the TENANT, advise the LANDLORD of the situation and refer the matter to LENWELL's Solicitors. The TENANT is again responsible for all the costs thereby incurred. It must be appreciated that late payment of rent is a breach of the Tenancy agreement and may result in legal action and possession proceedings being taken at the tenants expense.

10. Inspections

The property is normally inspected by LENWELL on a quarterly basis, however this may be more frequent in exceptional cases. In any event,

LENWELL will provide the TENANT with written notice at least 48 hours in advance of any inspection. Where notice is served by post this shall be by first class post sent to the property and the notice is deemed to be served 48 hours after posting.

11. Problems

Where the tenant has any problems with the property whatsoever the tenant should contact LENWELL in writing forthwith or in emergency by telephoning 01582 658000 where a message can be left if out of hours and emergencies will be dealt with on a priority basis.