



Commercial Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

User ID:	Date:
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1. Property Details (Address to be let)

Property address

Tenancy period months	Tenancy start date	No of applicants	Total rent £ per	Rent for this applicant £ per
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2. Business details

Business/Company name	Trading as	Co Reg Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Trading address

Trading address (cont)	Postcode
<input type="text"/>	<input type="text"/>

Contact name	Telephone number	Fax number
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Prospective tenant's details

Name	Current address		
<input type="text"/>	<input type="text"/>		

Current address (cont)	Postcode	Time at address years months	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Date of birth	National Insurance number	Job title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Telephone no	Fax no	E-mail address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

3.1 Previous Address (If at current & previous less than 3 years)

Previous address

Previous address (cont)	Postcode	Time at address years months
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Trade reference

Organisation name	Referee name	
<input type="text"/>	<input type="text"/>	
Referee job title	Telephone no	Fax no
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship/connection to applicant or organisation		
<input type="text"/>		

4.1. Personal character reference (Not a relative)

Referee name	Relation to applicant (e.g. accountant)	Time known
<input type="text"/>	<input type="text"/>	<input type="text"/> years <input type="text"/> months
Address		
<input type="text"/>		
Contact number	Fax number or E-mail address	
<input type="text"/>	<input type="text"/>	

5. Banker's Details

Account holder name	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Banker's name & address		
<input type="text"/>		
Contact name	Telephone no	Fax no
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

ID Type (e.g. passport)	Reference / Account number	Issuer (Utility only e.g. BT)
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Authorisation

The details supplied by you are checked against those held on credit reference & business agency databases for the purposes of pre-tenancy/lease selection.
A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way.
Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.
I authorise Rentchecks to conduct these searches and to make any financial enquiries necessary to assess my suitability and that of the organisation named above for this agreement.

Signed	Date
<input type="text"/>	<input type="text"/>
	Name
	<input type="text"/>

Additional Notes & Comments

Use this section to add any additional information that supports this application.

Guidance & Information

- Section 2 and/or 3 must be completed. This is the minimum amount of information required to assess an application.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- The applicant's verbal or signed permission **must** be obtained prior to submission.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- We will request a banker's written reference if required. Please be aware that we cannot guarantee that the bank will respond. Some banks may charge a fee. You will be advised if this is applicable.

The information on this form can be input using the online form available at www.rentchecks.com.

This form can be submitted for processing via fax or E-mail

The current status of submitted applications can be found on your Rentchecks.com home page following login.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

Tel: 0844 412 7752

Fax: 0844 412 7753

E-mail: validation@rentchecks.com

APPLICATIONS CAN ONLY BE PROCESSED ON BEHALF OF RENTCHECKS.COM REGISTERED USERS AS THIS IMPLIES AGREEMENT WITH OUR TERMS & CONDITIONS AND DATA PROTECTION REQUIREMENTS