



Company-let form

Part A should be completed by the branch. The other sections should 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 (All fields are mandatory)

Branch account number, Contact name, Contact tel number

To assist us to complete the assessment process, there might be a requirement to contact the Company by telephone. Please tick the box opposite if this is not acceptable.

Property details (of the property you are going to rent)

House number / name, Flat number / name, Street, Town, District, County, Post code, Total rent, Proposed tenancy start date, Period, Months

PART B - Please give details of all tenants occupying this property

Table with 4 columns: First name, Middle name, Surname, Date of birth. Rows for Tenant 1 to Tenant 5.

Confidentiality Note

Once fully complete, please fax this form to reference-my-tenant.com. The information contained within this application is being transmitted to and is intended only for RMT. 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.

**Company registered details** (\* Denotes mandatory fields)

Company name \*

Office / house name / number \*

Street name \*

Town \*

County \*  Post code \*

Contact name \*

Position held \*

Daytime tel number \*

Mobile number

Email address \*

Fax number \*

Public Ltd    Private Ltd    Partnership    Sole Trader    Proprietor    Other (please specify)

                  

If Private Ltd or PLC, please provide Company Registration number

Approximate date of company formation

**Detail of Accountant or Auditor** (\* Denotes mandatory fields)

Accountant's name \*

Office / house name \*

Number / street name \*

Town \*

County \*  Post code \*

Contact name \*

Contact job title \*

Daytime tel number \*

Mobile number

Email address \*

Fax number \*

**Partnership / Sole Trader / Proprietor details Complete if not a PLC or Ltd company**

(\* Denotes mandatory fields)

**Partner 1 (Name)**

Office / house name

Date of birth \*

Number / street name \*

Town \*

County \*

Post code \*

Contact name \*

Contact job title \*

Daytime tel number

Mobile

Email address \*

Fax number \*

**Partner 2 (Name)**

Office / house name \*

Date of birth \*

Number / street name \*

Town \*

County \*

Post code \*

Contact name \*

Contact job title \*

Daytime tel number \*

Mobile

Email address \*

Fax number \*

**Trade Reference 1**

Office / house name \*

Number / street name \*

Town \*

County \*

Post code \*

Contact name \*

Contact job title \*

Daytime tel number \*

Mobile

Email address \*

Fax number \*

## Trade reference 2

Office / house name *	<input type="text"/>		
Number / street name *	<input type="text"/>		
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Contact name *	<input type="text"/>		
Contact job title *	<input type="text"/>		
Daytime tel number *	<input type="text"/>	Mobile	<input type="text"/>
Email address *	<input type="text"/>	Fax number *	<input type="text"/>

## Bank details (\* Denotes mandatory fields)

Name of bank *	<input type="text"/>		
Address *	<input type="text"/>		
Account name *	<input type="text"/>		
How long with bank?	<input type="text"/>	Account number *	<input type="text"/>
		Sort code *	<input type="text"/>

## PART C – TO BE SIGNED BY THE COMPANY

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand that my application form and the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Reference-my-tenant searching information held by credit reference agency and agree that Reference-my-tenant and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and / or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority. Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Reference-my-tenant and its business partners to notify me of other products and services as appropriate. Please tick box if you DO NOT wish your information to be used by Reference-my-tenant and its business partners to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing my application forms and the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application. I understand that if my reference is declined I will not be given a refund of my application fee.

Please sign and date the form.

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>