

Date:

NEW TENANCY APPLICATION FORM

Further to our recent discussion regarding the above, I confirm that the property will now be held for 10 days to allow you time to complete and return the attached application form which should be marked Private and Confidential and returned to the **Asset Management Business Unit**. Please ensure you complete and return the direct debit mandate.

In order to process your application we require payment of our legal/surveyors fees and the bond as set out in the property particulars. Payment can be made by telephone by debit or credit card (Please note there is a 1.5% fee for using a credit card).

Please contact **Asset Management on 01636 655879** and we will be pleased to assist you.

Should your application not proceed for any reason the bond and fees will be refunded less a £100 administration fee.

I look forward to hearing from you.

Yours sincerely

David G. Best

Deputy Asset Manager – Estates

Newark and Sherwood District Council

NEWARK AND SHERWOOD DISTRICT COUNCIL

APPLICATION TO LEASE COMMERCIAL PREMISES

PLEASE COMPLETE ALL SECTIONS

UNIT NUMBER..... ADDRESS.....

Details of Applicant

Full Name of Applicant.....

Company Name.....

Home Address.....

.....

Registered Office (Limited Companies).....

.....

Telephone No.

Mobile No.....

e-mail Address

Solicitor or professional advisor *(if any)*

Name

Address

.....

Telephone Number

Business Details

Is this a new business? YES/NO

If **NO**, please state the date you started your company

What is its legal status? Sole Trader/Partnership/Limited Company/Other (please specify)
(delete those NOT applicable)

What was its approximate turnover in the last 3 years? £.....

VAT.REG.No. (If registered)

REGISTRATION NUMBER COMPANIES HOUSE (CRN).....

Nature of Business

Please specify all equipment intended for use in the unit including any chemicals used

.....
.....

How many people will be employed at the unit?

Will any of these be **new** jobs? YES/NO

Does the Company have Limited Liability Status? YES/NO

If YES

Guarantors

In respect of Limited Liability Companies the Council requires two directors to act as guarantors to the rent & other outgoings. There can be no exceptions to this requirement.

Please provide the details of two Directors who will act as guarantors

Director (1):

Home Address:.....

Date of Birth.....

Director (2):

Home Address:.....

Date of Birth.....

References

Newark & Sherwood District Council will need to take up two references preferably from your previous Landlord and/or Trade Supplier(s). The Council may also carry out a credit search and by submitting your application you are consenting to this being carried out.

Reference from a previous Landlord or Trade Supplier

Contact Name

Business

Address

.....

Telephone Number

Relationship

Reference from Trade Supplier

Contact Name

Business

Address

.....

Telephone Number

Relationship

Important - Proof of Identity

The Council will require sight of either your current passport or driving licence prior to the property being handed over.

APPLICATION COMPLETED AND SUBMITTED BY:

FULL NAME OF APPLICANT(S)

SIGNATURE(S) OF APPLICANT



Instruction to your Bank or Building Society to pay Direct Debit

Please fill in the whole form using a ballpoint pen and send to:

Asset Management, Newark & Sherwood District Council,
 Castle House Great North Road,
 Newark, Notts, NG24 1BY

Originators Identification Number

9	8	5	8	9	8
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Name and full postal address of your Bank or Building Society.

To:
Address:
Postcode:

Customer Number

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Name(s) of Account Holder(s)

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Bank/building Society Account number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Newark & Sherwood District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Newark & Sherwood District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
Date:

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Newark & Sherwood District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newark & Sherwood District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Newark & Sherwood District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Newark & Sherwood District Council asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.