



# Credit Reference

## Company Tenancy Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

**IMPORTANT PLEASE READ THIS BEFORE COMPLETING**

**COMPLETE FORM IN FULL AND IN BLOCK CAPITALS**

It is VITAL that all the information is filled in on this form.  
Missing information will result in this form **not** being processed.

Version  
008

**ALSO FOR USE WITH COMPANY'S STANDING AS GUARANTORS**

**MISSING INFORMATION WILL RESULT IN DELAYS!**

### 1 PROPERTY DETAILS

Property Address	<input type="text"/>							
Postcode	<input type="text"/>	Property Type	Terraced <input type="checkbox"/>	Semi-Detached <input type="checkbox"/>	Detached <input type="checkbox"/>	Flat <input type="checkbox"/>	No of Bedrooms	<input type="text"/>
Rent per month	£ <input type="text"/>	Rental Period (in months)	<input type="text"/>	Tenancy Start	<input type="text"/> / <input type="text"/> / <input type="text"/>			

### 2 COMPANY DETAILS

Full Company Name	<input type="text"/>				
Current Address	<input type="text"/>				
Period at this address	<input type="text"/>	Contact Name	<input type="text"/>		
Telephone No.	<input type="text"/>	Facsimile No.	<input type="text"/>		
Web Address	<input type="text"/>	Email Address	<input type="text"/>		
Company Type	Public Ltd <input type="checkbox"/>	Private Ltd <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Other <input type="checkbox"/> <small>(please give details)</small>
<b>IMPORTANT:</b>	If Ltd or Plc please give company registration number				<input type="text"/>
	And approximate date of company formation				<input type="text"/>

### 3.0 CURRENT LANDLORD OR LETTING AGENT / PREVIOUS LANDLORD OR LETTING AGENT (if applicable)

Name	<input type="text"/>	Phone No	<input type="text"/>
Address	<input type="text"/>	Facsimile No	<input type="text"/>
	<input type="text"/>	Email Address	<input type="text"/>

If the property has been occupied for less than 2 years, please provide previous address (s)

<input type="text"/>
<input type="text"/>
<input type="text"/>

### 3.1 ACCOUNTANT'S DETAILS

Name	<input type="text"/>	Phone No	<input type="text"/>
Address	<input type="text"/>	Facsimile No	<input type="text"/>
	<input type="text"/>	Email Address	<input type="text"/>

**4.0 BANK DETAILS**

Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>
Account Name	<input type="text"/>				
Account No	<input type="text"/>	Sort Code	<input type="text"/>		

**4.1 PROPRIETOR'S / PARTNER'S / SOLE TRADER DETAILS**

Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>
Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>
Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>

**5.0 TRADE REFERENCES (2 REFERENCES REQUIRED)**

Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>
Name	<input type="text"/>				
Address	<input type="text"/>				
Postcode	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>

**6.0 DECLARATION**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon's findings will be forwarded to the appointed Letting Agent and or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 6. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applications which must be signed by the applicant. We may from time to time offer you other products and services in the future, please tick here if you are happy to receive them.

For and on behalf of the Company	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	<input type="text"/>	Position	<input type="text"/>		

**FOR LETTING AGENTS USE ONLY**

Contact Name	<input type="text"/>							
Agency No	<input type="text"/>	Agent Name	<input type="text"/>					
Service	24 Hour <input type="checkbox"/>	48 Hour <input type="checkbox"/>	2 forms of identification were viewed by agent	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you require a Rent Protection and Legal Expenses Warranty?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Landlord Name	<input type="text"/>			Mobile No	<input type="text"/>			
Address	<input type="text"/>			Phone No	<input type="text"/>			
	<input type="text"/>			Post Code	<input type="text"/>			