



Aberdeen Letting Centre

Welcome home

Company Application Form

To prevent any delay in processing, please ensure that all sections of the form are completed (sections that do not apply must be marked 'not applicable'). It is a serious offence to make a false declaration and could result in a criminal prosecution for fraud. Therefore please ensure that you have answered all relevant questions correctly.

Preferred move-in date and time:

We'll try our utmost to accommodate your preferred move-in date, but where this is not possible we'll be in touch to arrange an alternative.

Property Address:

Monthly Rent £:

Deposit:

Length of Tenancy Applied For:

Service Executive:

Source of Enquiry (Newspaper/Web etc):

1 COMPANY DETAILS

Full company name	<input type="text"/>		
Is the company	A sole trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited company <input type="checkbox"/>
If a limited company, registration number	<input type="text"/>	Date of company formation (approximate)	<input type="text"/>
Proof may be required			

2 ADDRESS

Current address	<input type="text"/>		
	<input type="text"/>		
	Postcode <input type="text"/>		
Period at this address	<input type="text"/>		
Telephone number	<input type="text"/>	Email	<input type="text"/>
Authorise signatory for tenancy agreements	<input type="text"/>	Print name	<input type="text"/>
Position held	<input type="text"/>	Name of tenant	<input type="text"/>

3 PROPRIETOR'S/PARTNER'S/DIRECTOR'S DETAILS

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

4 TRADE REFERENCES

Name	<input type="text"/>		
Address	<input type="text"/>		
	Postcode <input type="text"/>		
Telephone	<input type="text"/>	Fax number	<input type="text"/>
Email	<input type="text"/>		
Name	<input type="text"/>		
Address	<input type="text"/>		
	Postcode <input type="text"/>		
Telephone	<input type="text"/>	Fax number	<input type="text"/>
Email	<input type="text"/>		

5 OTHER INFORMATION

Has the company had any adverse credit history?	Yes <input type="checkbox"/>	(If yes, please complete details on separate sheet)	No <input type="checkbox"/>
Invoice required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Contact name <input type="text"/>

6 BANK DETAILS

Please provide details of your bank account

Name and address of
Bank or Building Society

Postcode	

Account number

Sort code

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How long have you been
a customer

years

months

It is a condition of the rental agreement that payments be made by Direct Debit and accordingly I attach the appropriate mandate for you to complete and sign.

7 AUTHORITY & DECLARATION

1.0 Declaration

I (each of us if more than one is applying) for ourselves and where appropriate on behalf of the company/organisation named as tenant agree that:-

I/You can rely on the information I have given on this application in deciding whether to grant a tenancy and I confirm it is true, complete and contains all material facts relating to this application. I understand you may decide to decline my application.

2.0 Use of my information & fees

2.1 You will make searches about me at credit reference agencies who will supply you with credit information, for use in the assessment of credit products and other information as well as information from the Electoral Register, for the purpose of verifying my identity. The agencies will record details of the search type (credit or identification), whether or not my application (to be guarantor) proceeds. You may use credit-scoring methods to assess my application and verify my identity. Credit searches and other information which is provided to you and/or the credit reference agencies, about me and those with whom I am linked financially may be used by Aberdeen Letting Centre and other companies if credit decisions are made about me, or other members of my household. Any of this information may also be used for identification purposes, debt tracing and the prevention of money laundering as well as the management of my tenancy (guarantee).

2.2 Any information about me, and my tenancy (guarantee), may be shared within Aberdeen Letting Centre to manage the tenancy (guarantee), make lending decisions, collect debts, trace debtors and prevent fraud and money laundering. It may also be shared for business analysis and market research purposes. I understand you will update all of my records, unless I tell you otherwise, when I inform you of a change to my personal details to keep my records accurate and up to date.

2.3 You will not share any information about me outside Aberdeen Letting Centre for marketing purposes.

3 Joint applications

By making a joint application, I am creating a financial association with the other applicant. I am also confirming that I am entitled to:

- Disclose information about the other applicant(s) and/or anyone else referred by me.
- Authorise you to search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me.

4 Sole applications

Information held about me by the credit reference agencies may already be linked to another individual who has an existing financial association with me. For the purposes of my application I may be treated as financially linked and my application will be assessed with reference to any "associated" records.

5 Fees

- We will not offer this property to anyone else for seven days upon receipt of a fee of **£300**.
- This fee will be retained in full if you fail to complete and return this application within five days of receipt.
- This fee consists of a non-returnable charge of **£75** to process your application with the remaining **£225** to be credited toward your first month's rent.
- Please note that it is at the discretion of Aberdeen Letting Centre to accept you as a tenant. If we choose to decline your application, we will refund your fee, less your non-returnable charge and a cancellation fee of **£25**.
- If you change your mind and withdraw your application, then the entire fee is non-returnable.
- Prior to your move in, a security deposit will be required to be held against any breakages, damages and dilapidations.

Reservation fee received

Receipt number

Method of payment

Signed on behalf of company

Date

For Aberdeen Letting Centre

Date

I have read and understand the section entitled "Use of my information & fees".

Signed

Customer

Signed

On behalf of Aberdeen Letting Centre



Aberdeen Letting Centre

Welcome home



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's identification number

9 0 1 1 1 1

Name(s) of account holder(s)

Instructions to your Bank or Building Society

Please pay Aberdeen Letting Centre Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee

Bank or Building Society account number

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Signature(s)

Branch sort code

			—				—		
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Aberdeen Letting Centre reference number

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

The Direct Debit Guarantee



This guarantee should be detached and retained by the Payer.

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Aberdeen Letting Centre will notify you seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Aberdeen Letting Centre or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.