


<b>COMPANY APPLICATION FORM</b>	Letting Agent: <b>Greene &amp; Co / West Hampstead</b>		
	Telephone: <b>020 7328 3393</b>	Fax: <b>020 7372 7950</b>	
	Negotiator:	Total Number of Occupants:	
	Property Address:		
<b>SEARCH TYPE</b> (you <b>MUST</b> tick <b>ONE</b> box)            Standard (basic reference) <input type="checkbox"/> Detailed (recommended) <input type="checkbox"/> Comprehensive (exhaustive) <input type="checkbox"/>			

To be completed by an authorised representative of the COMPANY

Company Name:				
Registered Address:				
Postcode:				
Contact Name:	Position Held:			
Telephone:	Fax:			
Email Address:				
Public Ltd <input type="checkbox"/>	Private Ltd <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Other <input type="checkbox"/>
Registration Number (if applicable):				

The above named company wishes to apply to rent the above property for a period of _____ months, commencing on _____ / _____ / 200____/. I/We agree that the total rent for the property is £_____ per calendar month. I/We declare that the company is not bankrupt and is not paying off any previous rental debt. I/We agree to allow the letting agent/landlord to photocopy this form for their records. I/We accept that no explanation can be given by Taylor Trent should the company not be approved.	
COMPANY NAME:	SIGNATURE authorised signatory:

Accountant/Auditor - \*please give authorisation to your accountant/auditor for the release of a reference

Name of Practice:		
Contact Name:	Position:	
Telephone:	Fax:	Email:

Current Account Details (for letting agent/landlord information ONLY)

Bankers:	Sort Code:
Account in the name of:	Account Number:
Bank Address:	
Postcode:	

EMPLOYMENT STATUS (tick one)	Employed <input type="checkbox"/>	Self-Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>	Student <input type="checkbox"/>
	On Contract through an Agency <input type="checkbox"/>		Independent Means (proof required) <input type="checkbox"/>		Other <input type="checkbox"/>
<b>**PLEASE notify ALL your referees that enquiries will be made to verify the information provided**</b>					

Job Title:		Annual Salary: £	
Start Date (day, month & year):	Permanent? Yes <input type="checkbox"/>	No <input type="checkbox"/>	Full-time <input type="checkbox"/> OR Part-time <input type="checkbox"/>
Employee/Payroll No:	If SELF-EMPLOYED, your company name:		
(Please TICK) Employer <input type="checkbox"/>	Recruitment Agency <input type="checkbox"/>	Accountancy Firm <input type="checkbox"/>	NAME:
Who is <u>authorised</u> to verify your employment details? Name:			
Contact's Position:	Contact's Work Email:		
Contact's Number (NO MOBILES):	Fax:		

Please complete the next section if:  
 · you have been in your current position (or self-employed) for less than 6 months, and you were previously employed full-time with gap of no more than 4 months in between. Or,  
 · you are starting a new full-time position within the next 4 months.

Previous/Future Job Title:		Annual Salary: £	
Start Date (month & year):	End Date (month & year):		
(Please TICK) Employer <input type="checkbox"/>	Recruitment Agency <input type="checkbox"/>	Accountancy Firm <input type="checkbox"/>	NAME:
Who is <u>authorised</u> to verify the above details? Name & Position:			
Tel:	Fax:	Email:	

<b>CHARACTER REFEREE (NOT a relative or anyone else named on this form)</b>		
Name:	Email:	
Tel:	Fax:	Employer:

If you are retired, self-employed (without an accountant) or of independent means, please attach any one of the following types of documentation with your completed form (and tick the corresponding box):

- recent pension statement (1 pension only)
- recent pension statements (if you have several)
- 6 months of most recent bank statements
- 2 years of most recent accounts

Please Note: To be an approved guarantor you must supply proof of income.

I hereby confirm that the information provided by me is to the best of my knowledge and belief, true. I have no objections to the information being verified by whatever means are deemed necessary. I understand that the results of the findings will be forwarded to the appointed letting agent/landlord. I agree that Taylor Trent or their agents will search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me by the letting agent/landlord. But that I may request the name and address of the credit agency to whom I may apply for a copy of any information provided.

**I hereby authorise the above named employer(s) to disclose my salary details & for all other referees to respond to enquiries made by Taylor Trent in respect of this application.**

Please Note: All information will be treated as strictly confidential. Data Protection Reg. No. Z5453455. Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_