

Company Tenancy Reference 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
19.2**

ALSO FOR USE WITH COMPANY'S STANDING AS GUARANTORS

MISSING INFORMATION WILL RESULT IN DELAYS

FOR LETTING AGENTS USE ONLY

Agent Name Agency No
 Contact Name Service 48 Hour (3pm deadline) 24 Hour (12pm deadline) You must view and retain two forms of identification, one being photographic.

WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Rent Protection and Legal Expenses Warranty? YES NO
 Do you require a Section 21 Legal Expenses Warranty? YES NO
 Do you require a Rent Protection and Legal Expenses Warranty +? YES NO

If 'Yes', please note that you will be issued with a warranty for the same term as the tenancy ie. 6 months tenancy, 6 month of warranty.

Landlord Name Mobile No
 Address Landline
 Phone No
 Postcode

We the above named agent warrant that we are appointed by the person named as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

Signature of Agent	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS AND CONDITIONS
 PLEASE NOTE THAT WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS**

© FCC Paragon FC870/09-19.2

1 PROPERTY DETAILS

Property Address
 Postcode Property Type: Terraced Semi-Detached Detached Flat No of Bedrooms
 Rent per Month £ Rental Period (in months) Tenancy Start Date / /

2 COMPANY DETAILS

Company Name
 Company Address
 Inc Postcode
 Period at Address Years Months Contact Name
 Telephone No. Fax Number
 Website Address Email Address
 Company Type Public Ltd Private Ltd Partnership Sole Trader Other
(please give details)

IMPORTANT: If Ltd or Plc please give Company Registration Number

And approximate date of company formation

3 CURRENT LANDLORD OR LETTING AGENT / PREVIOUS LANDLORD OR LETTING AGENT (if applicable)

Referee Name Phone No
 Referee Address Fax Number
 Inc Postcode Email Address

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

4 ACCOUNTANT'S DETAILS

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Business Landline Phone No	<input type="text"/>
		Fax No	<input type="text"/>
Email Address	<input type="text"/>		
Is your Accountant:	Chartered <input type="checkbox"/>	OR	Certified <input type="checkbox"/>
		Registered Number (if known)	<input type="text"/>

5 BANK DETAILS

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

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

7 TRADE REFERENCES (2 REFERENCES REQUIRED)

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

8 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. In the event that the company continue to rent this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit searches. 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.

We process and hold all information in accordance with the Data Protection Act 1998.

For and on behalf of the Company	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
Signatory's Name	<input type="text"/>	Position	<input type="text"/>

You must provide two forms of identification, one being photographic.