Prospective tenant information form

## 1. Details of your offer

**Address of premises**

|  |
| --- |
|  |

**Date of application**

|  |
| --- |
|  |

**Rental offered per year**

Set out in property particulars. Rent will be eligible for 80 per cent community benefit rent reduction

**Use for which the premises are required**

Community Hub to operate as set out in the business case submitted separately

**Length of lease requested**

Lease offered 3-5 years

## 2. Details of your business

**Trading name (or proposed trading name)**

|  |
| --- |
|  |

**Annual Turnover** (or anticipated turnover) £

**Are you registered for VAT?** YES / NO *(delete as applicable)*

**Length of time in business** years months

**Nature of your business**

|  |
| --- |
|  |

## 3. Business status

**Address of your business**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Street | Town | Postcode |
|  |  |  |  |

**If you rent your business premises please give your landlords name, address and your rent account reference**

|  |  |
| --- | --- |
| Landlord’s name | Rent Account No. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Street | Town | Postcode |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Do you own your business premises? | If so what is its value? | Outstanding mortgage? |
| YES / NO (*delete as applicable)* | £ | £ |

**If you intend to take a lease in the name of a limited company please give the following information?**

Company name …………………………………..

Registration No. …………………………………..

Main objects

|  |
| --- |
|  |

Registered Address

|  |
| --- |
|  |

Names and addresses of the Company's Directors and Secretary:

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Position** |
|  |  |  |
|  |  |  |

Please give the names and addresses of at least two of your trade suppliers, the monthly turnover of your account and the date they gave you goods on the account.

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Monthly turnover** | **Date credit given** |
|  |  |  |
|  |  |  |

## 4. Your bank details

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank and Branch** | **Sort Code** | **Account No** | **Date opened** |
|  |  |  |  |

Agreed overdraft limit £

Average monthly deposits £

Will you pay your rent by standing order? YES / NO (delete as applicable)

**Details of your professional advisers**

Please provide the name and address of your accountant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accountant’s name** | **Name of firm** | **No. Street** | **Town** | **Postcode** |
|  |  |  |  |  |

If you intend to instruct a solicitor please provide their name and address.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Solicitor’s name** | **Name of firm** | **No. Street** | **Town** | **Postcode** |
|  |  |  |  |  |

If you intend to instruct a surveyor please provide their name and address.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surveyor’s name** | **Name of firm** | **No. Street** | **Town** | **Postcode** |
|  |  |  |  |  |

## 5. Further details

Please enclose **PHOTOCOPIES** of **three** proof of address documents. For example copies of electricity, gas or telephone bills or bank statements etc.

*Please note if your application is successful you may be required to produce the original copies at our offices.*

Existing businesses should supply the following information These may have been included in the proposal:

* Last three years certified accounts
* A cashflow forecast for the new premises

Have you ever been declared bankrupt:- YES NO

**Declaration**

I authorise you to make any Credit Reference and other enquiries you believe necessary to confirm the details on this form and for credit assessment.

Signed Date

Status

*(eg Principal, Director, Company Secretary etc.)*

## 6. Money Laundering

The London Borough of Tower Hamlets operates a strict policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets At 2000. All suspicious transactions will be reported to the appropriate authorities where the council has reasonable grounds to suspect that an offence has or may be committed.

## 7. Fraud

The London Borough of Tower Hamlets is under a duty to protect the public funds it administers and to this end may use within the council the information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds.

I/We understand the London Borough of Tower Hamlets fraud policy and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the council.

Signature of Applicant(s)

Please print name Date