

**London Borough of Tower Hamlets  
Development & Renewal  
Asset Management**  
Town Hall, Mulberry Place(AH), 5 Clove Crescent,  
London E14 1BY  
**PROSPECTIVE TENANTS DETAILS FORM**

**For office use only**

LBTH Officer Ref:

File Ref:

Date Received:

**Confidential**

**1. Details of your offer**

Address of premises	Date of application
---------------------	---------------------

Rental offered per year
-------------------------

Use for which the premises are required. (please describe the type of goods or services you intend to sell from the shop)
------------------------------------------------------------------------------------------------------------------------------

Length of lease requested
---------------------------

**2. Your details**

First name(s)	Surname
---------------	---------

Date of birth	Your National Insurance No.
---------------	-----------------------------

Your present address			
No.	Street	Town	Postcode

Length of time at this address	years	months
--------------------------------	-------	--------

Your previous address( if at above address under 3 years)			
No.	Street	Town	Postcode

Length of time at this address	years	months
--------------------------------	-------	--------

Your contact details			
Home	Work	Mobile	Fax

Are you currently or have you previously been a tenant of any commercial property owned by the Council?  
If so please state the address and period for which you were a tenant.

Please provide details of any disputes you had with the Council as landlord and whether at any time there were rent arrears on your account in excess of one quarters rent.

Are you related to or do you have a close personal relationship with a Member (Councillor) or employee of the London Borough of Tower Hamlets? If yes please provide details

Do you own your main residence?

YES / NO

*(delete as applicable)*

Approximate value?

£

What is the value of any outstanding mortgage?

£

If you rent your home please give your landlords name, address and your monthly rent

Landlords name

Monthly Rent.

No

Street

Town

Postcode

### 3. Details of your proposed business

Proposed trading name

How soon do you expect to start trading?

Anticipated Annual Turnover

£

Will be you registered for VAT? YES / NO

*(delete as applicable)*

VAT No.

Please provide the following information with this application form,

**A. Business Plan**      **B. Cashflow forecast**

Existing businesses should supply the following information:-

Last three years certified accounts.

### Details of your existing Business status (if applicable)

### 4. Sole Proprietor/Partnership Limited Company *(Delete as appropriate)*

Address of your business

No.

Street

Town

Postcode

Length of time in business / Nature of your Business. If you rent your Business premises please give your Landlords name, address and your annual rent .

Landlords name

Rent Account No.

No.

Street

Town

Postcode

Do you own your business premises?

YES / NO

*(delete as applicable)*

If so what is its value?

£

What is the value of any outstanding mortgage?

£

Please describe here the nature of your existing business activities.

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

Company name	Registration No.	Main objects
--------------	------------------	--------------

Registered Address			
No.	Street	Town	Postcode

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

Name	Address	Position
------	---------	----------

## 5. References

Please give the the names and address of at least one of your trade supplies, the monthly turnover of your account and the date they gave you goods on the account if applicable.

Name	Address	Monthly turnover	Date credit given
------	---------	------------------	-------------------

If you have been in business for less than three years or you have not been in business before please supply the names, address and occupations of two personal referees who will be willing to give a character reference for you.

Name	Address	Occupation

If you have been in business for less than three years or have not been in business before please provide details of your previous employers.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Employed from \_\_\_\_\_ Position: \_\_\_\_\_

May the Council seek a reference?

## 6. Your bank details

Please provide details of your bank account.

Bank	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)*

## 7. Details of your professional advisers

Please provide the name and address of your accountant if you intend to use one

Accountants 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

## 8. Further details

### Proof of address

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 will be required to produce the original copies at our offices.*

Please provide details of a guarantor for the lease. Note:- if you are able to provide a guarantor we will require a rent deposit equivalent to 3 month's rent. If you are unable to provide a guarantor we will require a rent deposit equivalent to six month's rental payments.

### **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.)*

## 10. 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 Act 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.

## 11. 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

## 12. Identification

Please enclose two current colour passport size photographs, full face profile. The photographs must be certified as a true likeness of the applicant(s) by a Solicitor or Commissioner of Oaths with the words written at the back of each photograph: "I certify that this is a true likeness of

..... (name) ..... (date)

*To be exhibited with this application form.*

## Permission to obtain a bank reference

Banks name	Branch	Address	Postcode

Account name(s)	Account No.	Sort Code

I/We hereby give consent to the London Borough of Tower Hamlets to obtain a bank reference from you and hereby authorise you to deduct your usual fee for this service from the above account.

Signature(s) of account holder(s) ..... Date .....

