

Address: 49B Allesley Old Road, Chapelfields, Coventry, CV5 8BU

Telephone: 02476 679 333 **Website:** www.lets-complete.com

Company Application Form



Requested Move Date



Requested Property Address

Fees due on application

Company Application Fee

£420.00 (£360.00 + VAT)

Fees due before move date

Agreed Monthly Rent / Rent In Advance

Deposit (Equivalent to one month rent plus £200)

Tenancy Agreement Fee (£100.00+VAT)

£120.00



Total due before check-in £

Application For Company Let

Please complete this Application form in
BLOCK CAPITAL LETTERS.

Please return to: Complete Residential Lettings Ltd
49B Allesley Old Road
Chapelfields
Coventry
CV5 8BU

Or email to: rochielle@lets-complete.com

Part One - Company Details

All fields must be completed

Company Name

Company Registration Number

Registered Office Address

Postcode

Contact Name

Position In Company

Telephone Number

Mobile Number

Email Address

Are you aware of any County Court Judgements (CCJ) /Certificate of Deposit (CD) Bankruptcy Orders or Individual Voluntary Arrangements, current or pending? **Yes** **No**

If yes, please give details

Part Two - Landlord / Managing Agent Details

If you are currently renting or have previously rented, please provide the your landlord / managing agent's details below

Name

Address

Post Code

Contact Name

Position In Company

Position In Company

Property Address To Be Referenced

Post Code

Amount of monthly rent in **£** Year of entry Year of exit

Do you have any arrears or have you ever made any late payments? **Yes** **No**

Part Three - Chartered Accountant's Details

Contact Name

Address

Post Code

Contact Number

Email Address

Part Four - Solicitor's Details

Contact Name

Address

Post Code

Contact Number

Email Address

Part Five - Trade Reference 1

Company Name

Contact Name

Address

Post Code

Contact Number

Email Address

Trade Reference 2

Company Name

Contact Name

Address

Post Code

Contact Number

Email Address

Please ensure that ALL referees you have provided have been advised that they will be **contacted by Complete Residential Lettings Ltd.** All of our references are sent via email so please provide an email address if possible.

Fees and charges

Before you move in

Company applications	£360.00 + VAT = £420.00
Tenancy Agreement (lease signing)	£100.00 + VAT = £120.00

Deposit - equivalent to one month rent plus £200. Please note that the landlord may request for a larger deposit.

During your tenancy

Charges for renewals (after the initial fixed term period)	£60.00 + VAT = £72.00
Late payment of rent	£25.00 + VAT = £30.00
Late payment of rent (per week)	£25.00 + VAT = £30.00

At the end of your tenancy

Check out fee	£100.00 + VAT = £120.00
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Application Fee Payment

Please pay the application fee to the following bank account. You must also put the first line of the property address that you are applying for as the payment reference e.g. 11 High Street

Name of Bank: LLOYDS

Account Name: COMPLETE RESIDENTIAL LETTINGS LTD

Account Number: 51367168

Sort Code: 30-92-33

For international payments:

IBAN Number: GB31 LOYD 3092 3351 3671 68

BIC: LOYDGB21033

Please note that international payments may take up to seven working days to reach our account

Applicants Consent

(PLEASE READ AS THIS IS A LEGAL REQUIREMENT)

The information which I have given in my application is true to the best of my knowledge. I consent to this information verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency / or to the landlord. The result may also be accessed again if I apply for a tenancy in the future.

The results of any findings will be passed to the Managing Agent / Landlord and if an application is refused, for whatever reason, NO explanation will be given. I understand that this information may be used in the pursuit of debt tracing and fraud prevention. Any administration charges levied are strictly non-refundable in any event. Strict confidentiality will be observed in the processing of this application.

Signature

Date

Print Name

Position