

# London Borough of Havering

## Strategic Property Services

Mercury House, Mercury Gardens, Romford, Essex, RM1 3RX



### PROSPECTIVE TENANTS OFFER FORM

**For office use only**

LBH Officer Ref:

File Ref:

Date Received:

### **Confidential**

#### **1. Details of your offer**

Address of premises:	Date of application:
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Rental offered per year:
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Use for which the premises are required:
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Lease to be in the name of:  (Please note that if the lease is to be in the name of a company, the Council may require two directors to act as guarantors)
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Length of lease required:
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Specify any special conditions you wish the Council to consider for inclusion in the lease:
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Details of fitting out/improvement works proposed, together with estimate of building cost: (If this is your first business venture please also confirm how you intend to fund the works)
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**2. Your personal details**  
**(If the lease is to be in more than one name please provide the details as outlined below for each party, on a separate sheet)**

First name(s):

Surname:

Date of birth:

Your National Insurance No:

Your home address:  
No. Street Town Postcode

Length of time at this address:  
years months

Your telephone numbers:  
Home Work Mobile Fax

If you own your home please confirm estimated current value:  
What is the value of any outstanding mortgage:

If you rent your home please give your landlords name, address and your rent account reference:  
Landlords name: Rent account no:  
No Street Town Postcode



#### 4. Your referees

Please give the names and addresses of at least two companies with which you have business dealings:

Name	Address	Nature of business relationship	Cash or Credit Account
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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	How is person known to you	Occupation
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If you have been in business for less than three years or have not been in business before please give details of your previous employers.

Name	Address	Salary	Employed from	to	Position	Can the Council seek a reference?
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#### 5. Details of your professional advisers

Please provide the name and address of your accountant.

Accountants name		Name of firm		
No.	Street	Town	Postcode	

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

Solicitor/Surveyor		Name of firm		
No.	Street	Town	Postcode	

## 6. Further details

Proof of address

Please enclose **PHOTOCOPIES** of **two** recent 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:

**Last three years certified accounts**

**A cashflow forecast for the new premises**

If you have been in business for less than three years or you have not been in business before please provide the following information:-

**A business plan**

**A cashflow forecast**

### 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.)*

## 7. Fraud

The London Borough of Havering 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 Haverings's 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

