

Send completed applications to:

Macfarlane & Smyth  
31 Donegall Street  
Belfast  
BT1 2FG

email:  
andrew.smyth@macfarlanesmyth.com

## Commercial Tenancy Application Form

| Prospective Commercial Tenant Details    |                              |  |  |
|--|------------------------------|--|--|
| Sole Trader<br><br>Yes / No              | Partnership<br><br>Yes / No  | Limited Company <sup>(1)</sup><br><br>Yes / No |  |
| Existing Business<br><br>Yes / No        | New Business<br><br>Yes / No | VAT Registration Number                        |  |
| Title:                                   |                              | Last Name:                                     |  |
| First Name:                              |                              | Middle Name(s):                                |  |
| Any previous name(s)<br><i>(in full)</i> |                              |  |  |

<sup>(1)</sup> Where applying for a tenancy in the name of a limited company we may require two directors to stand as guarantors to the lease

|  |                            |                             |                |
|--|----------------------------|-----------------------------|----------------|
| Home Address:<br><i>(including Postcode)</i>                                 |                            |                             |                |
| Do you own your own home:  | Yes / No                   |                             |                |
| Time Spent at this address:  | Years (    ) Months (    ) |                             |                |
| If you have moved within 3 years, please provide previous address and dates: |                            |                             |                |
| Current Business address<br><i>(including Postcode)</i>                      |                            | Time spent at this address: |                |
| Name and address of landlord / Managing agents                               |                            |                             |                |
| Home Tel:  | Business Tel:              | Mobile No                   | E-mail address |

| Details of Business Partner (if applicable) or guarantor |          |                 |  |
|--|----------|-----------------|--|
| Name:  |          | Bank Details:   |  |
| Home Address   |          | Bank Branch:    |  |
| Do you own your own home                                 | Yes / No | Account Name:   |  |
|  |          | Account Number: |  |

|   |  |
|---|--|
| Address of property you are applying for:                                     |  |
| Rent offered (£ per year exclusive of rates):                                 |  |
| Other lease terms:  |  |
| What business will you carry out from the premises. Please give full details: |  |

| Solicitors Details |  |              |  |
|--------------------|--|--------------|--|
| Solicitor:         |  |              |  |
| Address:           |  |              |  |
| Contact Name:      |  | Phone Number |  |

| Identification  |                           |
|---|---------------------------|
| <i>(Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo)</i> |                           |
| Date of Birth:  | National Insurance Number |
| Driver's Licence Number:  | Passport Number           |

| County Court Judgements                           | Individual Voluntary Agreement | Bankruptcy | Administration Orders |
|---|--------------------------------|------------|-----------------------|
| Yes / No  | Yes / No                       | Yes / No   | Yes / No              |
| If yes to any of these, please give full details: |                                |            |                       |

| Bank or Building Society Details <sup>(2)</sup> |                |
|---|----------------|
| Bank Branch Name:                               |                |
| Bank Address:<br><i>(Including Postcode)</i>    |                |
| Bank or Society current A/c Name                | Account Number |

<sup>(2)</sup> Please complete a separate Bankers Consent Form in respect of this application. For a Limited company, Bankers Consent Forms should also be completed in respect of each of the directors of that company.