

# thirteen

## New Tenant/s Questionnaire

Address of Premises \_\_\_\_\_

New Tenant/s Details

Other party/s to be named on the lease

Mr/Mrs/Ms/Other \_\_\_\_\_

\_\_\_\_\_

First name/s \_\_\_\_\_

\_\_\_\_\_

Surname \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_

N.I Number \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Details of any previous Convictions; Bankruptcies; Court Judgements

\_\_\_\_\_

\_\_\_\_\_

Please provide details where you / other parties have lived in the last six years (excluding your current address)

\_\_\_\_\_

\_\_\_\_\_

Full name and address of proposed tenant/s solicitor

\_\_\_\_\_

\_\_\_\_\_

Names and home addresses of other partners in the proposed tenant's business (who are not to be named in the lease)

Mr/Mrs/Ms/Other \_\_\_\_\_

\_\_\_\_\_

First name(s) \_\_\_\_\_

\_\_\_\_\_

Surname \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous trading history, including former business address, previous Landlord's name and address, former trading name, nature of previous business, how long in current and previous businesses

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Please provide names and addresses of two main trade suppliers. If no previous trading history, please provide names and addresses of two character referees (can include previous/current employer)

1 _____	2 _____
_____	_____
_____	_____
_____	_____

The proposed use of the premises

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Details of any proposed alterations to the property

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***Please note that if it is found that untruthful information has been supplied; this application will be declined immediately.***

***Please provide copy/s of passport/s or other photo I.D and evidence of current address/es.***

***I/We authorise Thirteen to make all the necessary enquiries, financial or other, in connection with this application.***

***I/We understand that under Section 29 of the Data Protection Act 1998, Thirteen has the right to disclose my/our contact address/es should I/we leave this property.***

***I/We hereby confirm that the information given is true and correct.***

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





### Projected Cashflow Analysis and Profit & Loss Projections.

Please complete the form below and provide a projected cash flow detailing income and expenditure with a projected profit and loss account.

Item	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
<b>Sales</b>													
<b>Cost of Sales</b> <i>(Stock/Purchases)</i>													
<b>Gross Profit (A)</b>													
<b>Wages</b>													
<b>Personal Drawings</b>													
<b>Rent</b>													
<b>Rates</b>													
<b>Insurances</b> <i>(Glass; Contents; Liability)</i>													
<b>Utilities</b>													
<b>Trade Waste</b>													
<b>Telephones</b>													
<b>Equipment</b> <i>(Rental; Purchase; Repair)</i>													
<b>Marketing</b> <i>(Advertising; Website)</i>													
<b>Accountancy</b> <i>(Fees; Charges; Interest)</i>													
<b>Other Costs</b> <i>(eg Cleaning; uniforms; post)</i>													
<b>Total Overheads (B)</b>													
<b>Net Profit (A-B)</b>													
<b>Running Balance</b>													

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## Consent Form for Experian Credit Check

Full Name of Applicant:
Previous Names (if any):
Date of Birth:
Current Address:

Full Name of Joint Applicant:
Previous Names (if any):
Date of Birth:
Current Address:

I / We have made an application for commercial rent with Thirteen and I/we understand that the Landlord will need to carry out enquiry's concerning my / our character and conduct of any previous tenancies or occupations of any property in the past.

I / We hereby give my / our permission and consent for Thirteen to obtain any and all relevant information about me / us from all relevant agencies.

I / We understand that relevant agencies may include (but are not limited to) any Police Force, previous landlords, Probation Service, Social Services and Education Departments of Local Authorities.

I / We understand that this information will be used for the sole purpose of assisting my / our application and will be held in the strictest confidence.

I / We understand that disclosure or discovery of a criminal offence or conviction does not automatically mean exclusion of my / our application.

I / We freely give consent to Thirteen to carry out all necessary enquires.

Signature of Applicant:	Date:
Print Name:	
Signature of Joint Applicant:	Date:
Print Name:	

<b>FOR OFFICE USE ONLY</b>
Name of Witness (Officer):
Designation of Witness:

## **APPLICATION CHECKLIST**

### **Documents to return to the Commercial Property Team**

- New Tenant Questionnaire
- Proof of identity - passport or other photo I.D
- Evidence of current address
- Business Plan
- Cash Flow Projection Forecast
- Experian Credit Check Consent Form