

ADVICE TO PROSPECTIVE TENANT

If you wish to make an offer for Council-owned shops, offices or industrial premises you must complete IN FULL the attached form.

Please note that you must pay the Council's agency and Legal costs. Agency fees are 10% of one year's rent (subject to a minimum of £1,750 + VAT). Legal costs will be payable in addition and subject to confirmation.

Before returning the form please check that you have:

- **FILLED IN ALL SECTIONS IN FULL WHERE APPLICABLE**
- **ATTACHED THREE BILLS FOR PROOF OF YOUR ADDRESS PLUS COPY OF YOUR PASSPORT**
- **ATTACHED THREE YEARS ACCOUNTS AND/OR CASH FLOW FORECAST TOGETHER WITH A BUSINESS PLAN**

If you do not provide all the above information your application may not be considered.

When returning the form to us, there is an application fee of £85 (inc VAT) payable to Dobbin & Sullivan which will be used towards the cost of processing your application. An invoice will be provided and will have to be paid prior to the application submission to the council.

If you have any difficulty understanding the form please contact Nick Robinson or Reuben Reid-Williams on 020 8221 9610.

If you have any queries on running or setting up a business then the following company may be able to help you:

East London Small Business Centre
Universal House
88-94 Wentworth Street
London E1 7SA
Tel. No: 020 7377 8821

Business Support & Training Centre
Newham College of further Education
Barclay Hall
Green Street
London E7 8JQ
Tel. No: 020 8257 4001

Chartered Surveyors
& Commercial Property
Consultants

020 8221 9610

Burrows House
415 High Street, London
E15 4QZ

Email:
mail@dobbinandsullivan.com
Website:
dobbinandsullivan.com

Sales

Lettings

Acquisitions

Estate Management

Landlord & Tenant

Lease Renewals

Rent Reviews

Valuations

Rating

Messrs. Dobbin & Sullivan for themselves and for the vendor(s) or lessor(s) of the property whose agents they are, give advice that:

1. These particulars do not constitute, nor constitute any part of an offer or a contract.
2. None of the statements contained in these particulars as to the property are to be relied on as statements or representations of fact.
3. Any intending purchaser must satisfy himself by inspection or otherwise as to the correctness of the each of the statements contained in these particulars.
4. The vendor(s) or lessor(s) do not make or give, and neither Dobbin & Sullivan nor any person in their employment has any authority to give, any representation or warranty in relation to this property.

**London Borough of Newham
Regeneration, Planning & Property
Property and Development**

1st Floor West Wing, Newham Dockside, London E16 2QU

For office use only

LBN Officer Ref:

File Ref:

Date Received:

PROSPECTIVE TENANTS DETAILS FORM

Confidential

1. Details of your offer

Address of premises

Date of application

Rental offered per year

Use for which the premises are required

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

No. Street

Town

Postcode

Length of time at this address

years

months

Your telephone numbers

Home

Work

Mobile

Email

3. Details of your main residence

Address of your main residence (if different from your present address)

No. Street Town Postcode

Do you own your main residence?

If so what is its 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. Details of your business

Trading name (or proposed trading name)

Length of time in business

years months

Annual Turnover (or anticipated turnover)

£

Nature of your business and your start up

capital

£

Are you registered for VAT?

VAT No.

If you are purchasing the property please give the purchase price and how you are going to fund this.

Business status (or proposed status)

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

Address of your business

No. Street Town Postcode

If you rent your business premises please give your landlords name, address and your rent account reference

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?

£

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
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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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7. Your bank details

Please provide details of your bank account

Bank	Branch	Sort code <i>(Top right hand corner of cheques)</i>	Account No.	Date A/C Opened
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Agreed overdraft limit

£

Average monthly deposits

£

Will you pay your rent by standing order?
YES / NO *(delete as applicable)*

8. 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 please provide their name and address.

Solicitors name

Name of firm

No.

Street

Town

Postcode

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

Surveyors name

Name of firm

No.

Street

Town

Postcode

9. 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.

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.)

Permission to obtain a bank reference

Banks name	Branch	Address	Postcode
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Account name(s)	Account No.	Sort Code
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I/We hereby give consent to the London Borough of Newham 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

Equal Opportunities Monitoring

This information will be treated in the strictest confidence and will be used only for statistical monitoring.

Newham Council is committed to achieving equality of opportunity as an employer and as a service provider to people who live or work in the borough.

The council recognises the disadvantages people may suffer in business opportunities and receiving services. It is the policy of the council to ensure that no customer or applicant receives less favourable treatment because of their race, gender, age, marital status, being a lesbian or a gay man, religion, impairment, being HIV positive or having AIDS, or on any other unjustifiable grounds. All services and departments will be regularly reviewed to ensure that they meet the council's equal opportunities goals.

SECTION 1	Property Details
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Property applied for:

Where did you hear of this property?

SECTION 2	Personal Details
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Name:

Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 3	Personal Details
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Please select your ethnic origin from the following:

- | | | | | | |
|------------------------|--------------------------|----------------------|--------------------------|-----------------------------|--------------------------|
| 1. Asian /African | <input type="checkbox"/> | 7. British | <input type="checkbox"/> | 13. Caribbean / West Indian | <input type="checkbox"/> |
| 2. Asian / Bangladeshi | <input type="checkbox"/> | 8. Irish | <input type="checkbox"/> | 14. White & Black Caribbean | <input type="checkbox"/> |
| 3. Asian / Chinese | <input type="checkbox"/> | 9. African | <input type="checkbox"/> | 15. White & Black African | <input type="checkbox"/> |
| 4. Asian / Indian | <input type="checkbox"/> | 10. Chinese | <input type="checkbox"/> | 16. White & Black Asian | <input type="checkbox"/> |
| 5. Asian / Pakistani | <input type="checkbox"/> | 11. Eastern European | <input type="checkbox"/> | 17. Other Mixed | <input type="checkbox"/> |
| 6. Asian / Other | <input type="checkbox"/> | 12. Other European | <input type="checkbox"/> | | |

