



**PLEASE PROVIDE EXTERNAL ACCOUNTANT'S DETAILS:-**

NAME OF COMPANY:.....

CONTACT NAME: .....

ADDRESS: .....

.....

TEL. NO:..... FAX NO: .....

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**BANK/BUILDING SOCIETY ACCOUNT DETAILS**

ACCOUNT IN THE NAME OF:.....

NAME OF BANK:.....

FULL POSTAL ADDRESS.....

.....

SORT CODE..... ACCOUNT NUMBER:.....

HOW LONG HAS THE ACCOUNT BEEN OPEN?: .....

**NB PLEASE COMPLETE THE ATTACHED LETTER, WHICH WE REQUIRE BEFORE WRITING TO YOUR BANK.**

**\*  
WHEN RETURNING THIS APPLICATION FORM, PLEASE ALSO PROVIDE A COPY OF YOUR  
LATEST COMPANY ACCOUNTS**

**APPLICANTS PLEASE READ AND SIGN THE FOLLOWING:-**

- I/We CONFIRM THAT YOU MAY APPLY FOR FINANCIAL REFERENCES (and understand that it is not the responsibility of Pennington Surveyors Ltd to chase the referees supplied by me/us in order to obtain the references. I/We agree that upon being informed by Pennington Surveyors Ltd that the references are outstanding, I/we will ensure that such references will be responded to without delay. I/We further confirm that I/we will not hold Pennington Surveyors Ltd responsible in any way if the references are not forthcoming in time to prepare the necessary documentation to allow me/us to move in to my/our chosen property on the preferred date.) I/We understand that copies of references will be sent to the proposed Landlord(s) for approval.

**WE UNDERSTAND THE FOLLOWING:-**

- £117.50 (inc. VAT) IN RESPECT OF ADMINISTRATION COSTS.
- £117.50 (inc. VAT) IN RESPECT OF PREPARATION OF TENANCY DOCUMENT.
- APPROXIMATELY ONE MONTH'S RENT IN ADVANCE (PAYABLE AT THE COMMENCEMENT OF THE TENANCY - BY BANKERS DRAFT, BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- SECURITY DEPOSIT EQUIVALENT TO SIX WEEKS RENT (PAYABLE AT THE COMMENCEMENT OF TENANCY - BY BANKERS DRAFT or BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- FEE IN RESPECT OF FINAL CHECK OUT £50.00 PLUS VAT
- WE ARE AWARE THAT PETS ARE NOT ALLOWED IN RENTED ACCOMMODATION (UNLESS PET CLAUSE AGREED)  
WE ARE AWARE THAT WE NEED TO INFORM THE APPROPRIATE COUNCIL TAX OFFICE AND OTHER NECESSARY UTILITY COMPANIES ONCE OUR TENANCY COMMENCES.

**It is company policy that contents insurance including accidental damage is required and you will need to produce proof of existing cover or take out a policy meeting these requirements.**

APPLICANT'S SIGNATURE..... DATE.....

**\*\*\*PLEASE NOTE PERSONAL CHEQUE OR CASH (FOR SECURITY REASONS) FOR INITIAL RENT & DILAPIDATIONS DEPOSIT IS NOT ACCEPTABLE**

**APPLICANTS PLEASE NOTE THAT PAYMENT OF £117.50 TO COVER OUR ADMINISTRATION CHARGE MUST BE SUBMITTED WITH THIS FORM**  
This fee is not refundable if I/we should withdraw from the transaction but will be returned in full if the Landlord/Agent should withdraw for any reason; except if the references are deemed to be unsatisfactory.

**PLEASE COMPLETE FULLY**

From (Name of Applicant):

Address:

Date:

To (Name of Bank/Building Society):

Address:

Dear Sirs

**Re: Account Name:**

**Address:**

**Sort Code:**

**Account No:**

Upon request from Pennington Chartered Surveyors, 10 Crown Street, Ipswich, Suffolk IP1 3LD, I hereby authorise you to issue a reference concerning my financial status to that firm which is required prior to my entering into a residential tenancy.

Your assistance in this matter would be very much appreciated.

Yours faithfully

Signed .....