



TENANCY APPLICATION



The Business Box BCA

Tenancy Application Form

Please complete all sections fully and attach any additional information you consider relevant for your application. All information given will be treated in the **strictest confidence** and will not be disclosed to any outside parties without your **written consent**.

The Business Box, 3 Oswin Road, Brailsford Industrial Estate, Braunstone, Leicester, LE3 1HR
Tel: 0116 2795000 — Fax: 0116 2795001 — **Email:**



Project Part-Financed
by the European Union
European Regional
Development Fund



LEICESTER SHIRE
economic
partnership
east midlands
development agency
the catalyst for change



TENANCY APPLICATION



DATE OF APPLICATION

DATE OF TENANCY COMMENCEMENT

(The Centre Manager will confirm the date of tenancy commencement)

Personal Information (Sole Traders/Partners/Directors)

Status: Mr / Mrs / Ms / Miss / Dr. etc

Applicants Name:

Home Address:

.....

..... Post Code.....

Telephone No: Home: Mobile:

Business Information

Business Name: Details of Business:

(The usage of the word Business Box may not be used at any time either upon Application or at any subsequent stage during your Tenancy. This is to protect the activities undertaken within the Business Box and the identity of your business. Should you wish to use the words Business Box within your business name, it would become necessary to withdraw the Business Box agreements with immediate effect)

Position/Title:

Website: e-mail address:

Limited Companies

Registration Number: Date of Registration:

Individual/Sole Trader

National Insurance Number

Number of years trading: Number of Employees:

VAT Registration No (if applicable):

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Accommodation Requirements

Please tick All boxes that apply

Office (*with desk and chair*)

Telephone and Internet

Telephone

Hosting e-mail

Internet / Broadband

Calls forwarding to mobiles

SMS messaging

WAV file

Reception Services

Administration Services

Identification Required:

(Originals must be supplied, which will then be photocopied and returned. Proof of address must be dated within the last 3 months)

Limited Companies

Certificate of Incorporation

Bank Statement/Utility Bill

Sole Traders/Partnerships

Passport / Driving Licence

Bank Statement/Utility Bill

Equal Opportunities Monitoring

2. ETHNIC ORIGIN				
I would describe my ethnic origin as (please circle):				
White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other Group
<ul style="list-style-type: none"> • British • Irish • Other 	<ul style="list-style-type: none"> • White and Black Caribbean • White and Black African • White and Asian • Other Mixed Background 	<ul style="list-style-type: none"> • Indian • Pakistani • Bangladeshi • Other Asian Background 	<ul style="list-style-type: none"> • Caribbean • African • Other Black Background 	<ul style="list-style-type: none"> • Chinese • Other Background

Are you registered as disabled Yes / No

The Business Box is part of Braunstone Community Association (BCA), a public funded body, who hold a joint account with their governing body, LHA-ASRA, into which any payments made will be deposited.

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TENANCY APPLICATION



Bank Details

Bank:

Address:

.....

Account No:

Sort Code:

Account Name:

Bank and/or Trade References

1st Reference:

Address:

.....

2nd Reference:

Address:

.....

Financial Details – Turnover for last three years (if applicable)

Last Year:

Previous Year

Year Before

Applicant Signature:

Print Name:

Date:

By signing and submitting this document you are agreeing to abide by the Terms and Conditions of the Business Box

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FROM (Tenant)

Of
.....
.....

TO (Bank PLC)

Address
.....
.....

DATE

Dear Sirs

SORT CODE/ACCOUNT NUMBER

In connection with our tenancy in the property known as The Business Box, we hereby authorise and request you to provide our landlord, BCA, with a bankers opinion as to our ability to meet our financial commitments regarding the above tenancy.

The rental payments due are £ per (to be completed by Business Box)

The due dates are(to be completed by Business Box)

Please respond to Mrs Linda Grubb, Centre Manager, The Business Box, 2 Oswin Road, Brailsford Industrial Estate, Braunstone, Leicester, LE3 1HR marking the envelope "Private and Confidential".

I/We also instruct you to debit our account with the necessary fee for this request.

Yours faithfully

.....

Signed in accordance with the bank mandate

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