

**APPLICATION FORM TO LEASE COMMERCIAL PROPERTY**

**Before submitting this form, please read the following information available on the**

**Council’s website:**

* **‘Make an Offer’**
* **‘FAQs’**
* **‘Useful Links’**

**MAKING AN OFFER**

In order for us to consider any offer made for taking a letting of a commercial property please return the completed application to ‘commlettings@camden.gov.uk’ together with:

1. x2 copies of proof of address for any nominated person proposed as tenant of the lease, e.g. a bank/credit card statement, utilities or Council Tax bill;
2. photograph of individual(s)' passport (certified copy may be required on request);
3. a current credit check report from either Experian or Equifax. This can be obtained on-line;
4. any business plan you have produced; and
5. any other supporting statements

*If you are considering taking a lease in the name of a limited company, we will require to see all of the above for the director(s) who will stand as a guarantor in addition to:*

1. *the company’s last 3 years audited accounts (if applicable); and*
2. *credit report rating for the company*

**PLEASE ENSURE THAT THE ABOVE INFORMATION IS GATHERED AND SENT AS ONE PACK. DO NOT INDIVIDUALLY SEND IN SEPARATE PIECES OF INFORMATION. THE DOCUMENTS CAN THEN BE EMAILED TO THE RELEVANT CONTACT OFFICER LISTED IN THE ADVERT.**

**OFFERS MUST BE RECEIVED NO LATER THAN NOON ON THE CLOSING DATE.**

If you must, documents can be posted prior to:

London Borough of Camden

Commercial Property Team

5 Pancras Square

London N1C 4AG

**UNDER OFFER**

In order to place the property as under offer to you (if your offer is accepted), we will require an initial payment towards our costs for £750 of which comprises £350 for our administration costs and £400 towards our legal costs. The total legal costs (not including the administration fee) is likely to be in the region of £2,200. The remainder of the legal costs will be collected on completion, together with a six month rent deposit.



**APPLICATION FORM TO LEASE COMMERCIAL PROPERTY**

**Before submitting this form, please read ‘Renting a Commercial Property’ available on the Council’s website.**

1. **DETAILS OF YOUR OFFER** Address of Premises:

Rental Offered:

(per annum, exclusive of business rates, service charge, other outgoings)

Proposed Use:

Length of Lease requested:

Offeror’s Name / Company name:

(i.e the name in which the lease is to be taken)

Any proposed works you wish to carry out:

Any other terms you wish to include for consideration:

1. **YOUR DETAILS:** Full name:

Home Address:

(Please provide a photocopy of a utility bill / bank statement / driving licence as proof of address)

Contact No / Mobile:

E. Mail:

If you are proposing to take the lease in a Company Name, please supply the following:

Company Name:

Registration Number:

Registered Address:

Name and address of a person willing to act as Guarantor under the lease (a satisfactory credit report will be required)

Name:

Home Address:

Contact no / Mobile:

Email:

**3. OTHER BUSINESS PREMISES CURRENTLY LEASED**

Please provide details of other business premises currently leased, so that a reference may be sought from the landlord.

Address of Property:

Landlords Name:

Address:

Contact No:

Email:

**4. SOLICITOR’S DETAILS**

If you intend to instruct a solicitor, please provide their details

Name of firm:

Address:

Contact No:

Email: