



TENANT APPLICATION FORM

Please complete all sections of the application form in full.

The details requested are essential.

All information will be treated as strictly confidential.

The Tenancy Application Form must be accompanied by a detailed Business Plan.

Full Name:	
Date of Birth:	
Home Address:	
Number of years at this address:	
Contact Telephone Number:	
E-mail:	
Business Trading Name:	
Legal Status of Business: <i>(Please delete as appropriate)</i>	<ul style="list-style-type: none"> ◆ Sole Trader ◆ Partnership ◆ Limited Company

If Limited Company, please state the names and addresses of all directors: <i>(Continue on separate sheet if required)</i>	
Do you have any County Court judgments against you: <i>(If yes please provide details)</i>	
Is your business a new start up: <i>(If no please state how long you have been trading)</i>	
What is the nature of your business:	
VAT Registration Number:	
Do you require office accommodation within the managed workspace?	
Have you received any public funding within the last 3 years: <i>(If yes please provide detail)</i>	
Please confirm that your enclosed Business Plan includes the following	<ul style="list-style-type: none"> • 3 year cash flow • Environmental Policy • Equal Opportunities Policy • ICT Strategy
Please identify the kind of business support that you feel would benefit your business:	

Please return application form and completed Business Plan to:

Sharon Lomas
Springboard Business Centre Manager
Springboard Business Centre
Ellerbeck Way
Stokesley
North Yorkshire
TS9 5JZ

REFEREES

(An existing business is required to provide a bank reference and two trade references, a new business is required to provide a bank reference and two personal character references).

Bank Details:

Bank: _____

Address: _____

Account No: _____ Sort Code: _____

Trade / Personal Reference Details:

Company: _____

Address: _____

Trade / Personal Reference Details:

Company: _____

Address: _____

Declaration

I represent the above company and hereby grant my permission for Springboard Business Centre on behalf of Hambleton District Council as landlord of the premises I am about to lease from to undertake appropriate financial checks including bank and trade/personal references. I understand that any information obtained will be treated in strictest confidence and that failure to agree to such undertaking may jeopardize any intended Tenancy Agreement.

Signed : _____

Print Name: _____ Date: _____

Please indicate where you saw Springboard Business Centre advertised:

Local Press: <i>(Please state)</i>	
National Press: <i>(Please state)</i>	
Specialist Journal: <i>(Please state)</i>	
Website	
Other: <i>(Please state)</i>	