

Prospective Tenant Questionnaire



Please complete as much of this form as you can. If we lease a unit to you, we will be handing over possession of a significant investment asset. We must be sure that you can afford the rent and that you will look after the property until we get it back. Reluctance to provide comprehensive details of the business and its background may be viewed with suspicion.

Trading Status: (Circle as appropriate)

Limited Company / Partnership / Limited Liability Partnership (LLP) / Sole Trader / Charity / Local Authority

Brief description of what your business does:

For Limited Companies and LLP's

Full Company Name:

Trading Name (if different from the above)

Company Registration Number:

Registered Office Address:

Who owns or controls the business?

For Sole Traders, Partnerships or Charities

Full Business Name

Other trading name(s)

Full names of Proprietor

Home address of Proprietor

Home Telephone

Mobile Telephone

Have you ever been sequestered (i.e. declared bankrupt)?

Current Trading address

Business Tel.

Business Fax

Email address

Website address

Reason for leaving current / previous address

How long has the business been trading for?

VAT registration number

(Continued on the back)

Do you intend to operate any associate businesses from the same premises? YES / NO

Please provide company name(s) and a brief description of the business activity.

.....

.....

Solicitor: Name and address of the Solicitor for your business

.....

.....

Accountant: Name and address of the Accountant for your business

.....

.....

Are you able to provide a copy of your latest Accounts? YES / NO

Are you able to provide a copy of your business plan? YES / NO

Without this information we may require a larger Deposit and/or personal guarantees to be given.

Your bank details

Bank

Account Name

Sort Code

Account Number

References: Please provide the name and contact details of two trade references:

1)

.....

2)

.....

Other Relevant Information:

.....

.....

.....

.....

.....

I confirm that the information I have given in this questionnaire is truthful and accurate.

Signed:

.....

Dated:

.....

Please return to:

Sim Property Management Ltd

Whitecrook Business Centre, 78 Whitecrook Street, Clydebank G81 1QF