

OFFER LETTER FOR ADDRESS:_____

NAME OF INDIVIDUAL(S) OR COMPANY: _____

HOME/BUSINESS ADDRESS INCLUDING POSTCODE:

E-MAIL ADDRESS FOR MAIN CONTACT: _____

HOME/BUSINESS TELEPHONE NO(S) _____

MOBILE TELEPHONE NO(S): _____

DETAILS OF PROPOSED USE OF PROPERTY: _____

LENGTH OF LEASE REQUIRED: _____

ANY OTHER RELEVANT DETAILS *(continue on separate sheets if necessary)*:

I/WE SUBMIT OFFER OF£ _____IN WORDS _____

NB: LEGAL FEES WILL BE PAYABLE IN ADDITION TO THE OFFER.

BANK NAME AND ADDRESS *(to enable the council to undertake a bank reference)*:

SORTCODE: __ - __ - __ BANK ACCOUNT NO: _____

NAME & ADDRESS OF YOUR SOLICITOR *(if applicable)*:

If your offer is accepted the Authority will apply for the following references:

A Bank reference.

2 x trade References (if available).

If you are a new business or cannot provide any trade references please provide a brief outline business plan on the proposed business using a template to be provided by the Council. All prospective tenants’ must provide proof of identity and address to the Council prior to completion of legal documentation, including right to work in the UK and date of birth if required.

Your name, contact details and details of your request are recorded electronically on our system. The information will be retained whilst the Council is assessing your application; unsuccessful applications will be kept until the lease to the successful party completes, whilst successful applications will be kept for the period of the lease plus 6 years. Full details can be found in our [privacy notice](#).

By signing this form this will constitute explicit consent from you for us to process your data in accordance with our [privacy notice](#).

SIGNED: _____

PRINT NAME: _____

DATE: __ / __ / ____