

Birmingham Property Services

OFFER FORM

Application to become a tenant of Birmingham City Council

PROPERTY ADDRESS:

1) Applicant's Details

Surname.....
First Name.....Initial.....
Permanent Address.....
.....
.....Post Code.....
Tel.....
Mobile.....
Fax.....
E-Mail.....

2) Present Business

Trading Name (in full).....
.....
Address.....
.....
.....Post Code.....
Is this a Limited Company YES/NO
Nature of Business.....
Names of Directors/Partners.....
.....
.....
.....
Period of trading (years).....

3) Proposed Use or Trade for the Premises

Please detail the use for each area/floor of the property.
.....
.....
.....
.....

4) Other Business Premises (if any) held by applicant

A) Private Landlord
Type of Premises (i.e. Shop or Industrial Unit)
.....
Address of Premises.....
.....
.....
Date of Occupation (year)
From.....To.....
Name of Private Landlord (or his agent).....
.....
Contact Name/Reference.....
Address.....
.....
Tel.....
Can we request a reference YES/NO

B) Council owned
Type of Premises (i.e. Shop or Industrial Unit)
.....
Address of Premises.....
.....
.....
Dates of Occupation (year)
From.....To.....
Name of Surveyor.....

5) Particulars in support of application including previous experience

.....
.....
.....
.....

6) Offer

I/We confirm we have had the opportunity of inspecting the property and are aware of the condition in which it is to be taken and my/our offer is made in accordance with the particulars.

I/we wish to take the property on: (TICK BOX WITH YOUR PREFERENCE)

- (1) A FIVE YEAR LEASE (or multiples there of)
- (2) A TENANCY FOR A FIXED TERM OF THREE YEARS LESS ONE DAY.
- (3) A TENANCY SUBJECT TO SIX MONTHS NOTICE TO TERMINATE BY EITHER THE LANDLORD OR THE TENANT.

Please note any additional /alternative proposals for the Council’s consideration below:

.....

I/We wish to offer an exclusive annual rental of £.....(in figures)

.....(in words)

7) Financial Reference

You are required to provide a financial reference after your application has been considered by the Council. You will be advised by letter should this prove necessary.

8) Trade/Personal References

Please provide details of two trade or personal referee’s from whom we may obtain a reference.

Referee No. 1

Name.....
 Position.....
 Company.....
 Address.....

Post Code.....
 Tel.....
 Fax.....
 Capacity in which reference is given.....

Referee No. 2

Name.....
 Position.....
 Company.....
 Address.....

Post Code.....
 Tel.....
 Fax.....
 Capacity in which reference is given.....

If my/our offer is successful, I/We agree to abide by the terms and conditions contained therein and agree to complete a tenancy/ formal lease.

I will bear the Council’s administrative costs of £950-00 for a periodic tenancy or 3 years (less 1 day) agreement. Please note the administrative fee is non-refundable upon signing the Heads of Terms. For a formal Lease to be completed I will bear the Council’s reasonable legal costs (as determined by the Chief Legal Services Officer) subject to a minimum upfront payment of £1,500-00 which is non-refundable upon signing the Heads of Terms plus one-off administrative fee of £500-00.

Signed.....Dated.....
The Council does not bind itself to accept any offer received

This form should be emailed to:

bpslettings@birmingham.gov.uk