

## Tenancy Agreement Application

Request	Response
Business Name:	
Commencement Date of Business:	
Status (Sole Trader, Partnership, Limited Company etc):	
Company Registration Number:	

Requirements for applying for a tenancy agreement at Hope Street Xchange:

- A completed copy of this application form
- Proof of address (in the case of a partnership, information is required for all partners) in the form of two documents, one of which must be a passport or drivers licence showing a photograph, the other can be a utility bill
- EITHER a cashflow forecast covering the first two years of occupation OR, for established businesses, audited accounts for the past two financial years, and contact details of appointed accountant

Please note that all information supplied to the University of Sunderland will be treated in the STRICTEST CONFIDENCE and will not be disclosed to any outside parties without your prior WRITTEN CONSENT. If you fail to disclose any information that has been requested, or knowingly provide false information on this form, your application will be deemed unacceptable and will not be considered. If after granting an occupational agreement it is found that the application details have been falsified then the University will be at liberty to terminate the tenancy agreement.

### Declaration (Must be signed by the Director or Proprietor of Organisation):

I wish to apply for the following tenancy at Hope Street Xchange and operate my business as detailed within this application. I certify that the information contained in this application is accurate to the best of my knowledge. **I understand that Hope Street Xchange is supported by the ERDF and I declare that the details given in this form are true, accurate and complete to the best of my knowledge. I also agree to the Hope Street Xchange Terms and Conditions.**

Signed:

Date:

**Your Personal Details:**

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Applicant's Name:	
Position/Title:	
Address and postcode:	
Home telephone number:	
Work Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail Address:	
Do you have a connection with the University of Sunderland?	<p>Yes          No</p> <p>If yes, please provide details:</p>

**Business Details:**

Current business contact address and postcode:	
Telephone Number:	
Email Address:	Website:
<p><b>How many people does the organisation employ?</b></p> <p>Less than 10          11-50          51 – 249          250 and over</p>	
<p>Any occupational licence granted may be subject to the receipt of a satisfactory financial reference. Please provide the name and address of the Bank where your trading account is held:</p>	

**Referees:**

Please provide contact details of two referees who we may contact. Referees may include previous employers, landlords or academic lecturers familiar with your work.

	<b>First Reference:</b>	<b>Second Reference:</b>
Name:		
Address:		
Telephone Number:		
E-mail:		

**Disclosures:**

This information will only be used to assess an applicant’s suitability in so far as it is relevant. Applicants are considered on their proposed business idea and entrepreneurial potential, and will not be discriminated against unfairly.

Have you ever been convicted of a criminal offence?	Yes	No
If <b>Yes</b> please provide details:		

All information provided will be treated in the strictest confidence, and under the Rehabilitation of Offenders Act (1974). Depending upon the nature of the information disclosed, a Criminal Records Bureau check may be required.

Have you or any other partner(s), director(s) or member(s) of co-operatives been the subject of a bankruptcy/court order or been associated with any business venture that has gone (or is about to go) into receivership/liquidation or has ceased trading because of financial difficulties?	Yes	No
<b>Yes</b> please provide details:		

This page may be detached, and placed in a sealed envelope addressed to the Hope Street Xchange Manager, but must be submitted at the same time as the rest of the application form for your application to proceed.



Business suitability:

Does any other organisation own more than 25% of the organisation?

Yes

No

If yes please provide details:

It is a requirement that the organisation declares any De Minimis support received in the last three years. Have you received any support from public agencies?

Yes

No

If yes please provide details:

Name of Provider	Date Received (Month & Year)	Brief Reason for Payment	Amount (£)

I understand that my organisation may only receive De Minimis subsidised support to the value of €200,000 under the De Minimis block exemption, from any public agency within a three year rolling period





Business Plan

If you have already formulated a business plan, please attach this to your application instead of completing this page onwards. If you do not yet have a written business plan, please complete as much of the following as possible.

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<p>Does the organisation fit with one of the SMART specialism criteria of vehicles, life sciences, offshore/energy or creative/IT?</p> <p>Is the organisation innovative?</p> <p>Does the organisation want to work with the University?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>Please describe the nature/activities of your business and provide details of the operation to be carried out in the office/creative unit for which you have applied:</p>		
<p>Please describe your product or service. How do you intend to develop your product or service? What new ideas are being considered? In respect of product design have any patents been applied for?</p> <p>Is your market solely business to business sales?</p> <p>If no, please provide the percentage of which is sold directly to the customer.</p>	<p>Yes</p>	<p>No</p>
<p>What equipment and IT requirements will you have if you were based at Hope Street Xchange? Will you require other premises as well?</p>		



**Finances:**

Applicants are requested to supply the following information:

**New Businesses** - a cash flow forecast to cover the 2 years following occupation. A template to assist with this this can be provided upon request.

**Existing Businesses** – audited accounts for the past two financial years, and contact details of appointed accountant.

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<p>If no audited accounts are available from existing businesses please explain why:</p>	
<p>Please provide details as to how the business is/will be financed. Please state the level of funding required / already received and how you intend to raise further funding where applicable. Please also state how you intend to use the funds received.</p>	
<p>What is the organisation’s annual turnover?</p>	<p>Less than 2m Euro (approx £1.67m)            2m - 10m Euro (approx £8.36m)            10m to 50m Euro (approx £41.79m)            over 50m Euro (approx £41.79m)</p>
<p>What is the organisation’s balance sheet total?</p>	<p>Less than 2m Euro (approx £1.67m)            2m - 10m Euro (approx £8.36m)            10m to 50m Euro (approx £41.79m)            over 50m Euro (approx £41.79m)</p>
<p>Please provide any additional information you feel would relevant to your application.</p>	