

Short Term Company Booking Form

Applicant Information		
Name of Company:		
Company address:		
	City:	Post Code:
Contact / Organiser Information		
Name of Contact:		
Position:	Email:	Phone:
Invoice Information		
Invoice address:		
Reference number (if required):		
Names of occupants (including contact telephone numbers)		
Details for booking		
Property applied for:		
Property Reference Number (if known):		
Where did you see this advertised? Please specify website if online:		
Dates of booking:		
Will occupants need option to extend (if so for how long):		
Please Note Parking Is Limited In Edinburgh	Do occupants need parking/ parking advice:	
Please note smoking and pets are prohibited in all short term properties.		
Signature of organiser/authorised person		
Signature:		Date:

Please note this form continues onto a second page.

GUIDANCE NOTES FOR YOUR APPLICATION

Returning the form

Please complete this form (front page only) and return it to us by email/fax or post at your earliest convenience.

It is important that you complete as many sections of the form as fully as you can and please note that we cannot proceed with a booking if we do not have your form.

The next stage

Once we have received this form and confirmed your details, we will contact the landlord to secure the let on your behalf. The contract will then be emailed/posted/faxed to you. Please let us know which you would prefer.

The contract will confirm the deposit and rent, but if you are unsure of these at this stage, please ask us as soon as possible. In addition, there is an administration fee of £50 + VAT (£60.00) for the booking. This is payable along with the deposit when you send the contract back to us. The rent is due, cleared in our account, prior to the entry date.

We can supply bank details for a bank transfer and also accept cash or cheques. Please note that payments coming from international bank accounts will commonly incur bank charges that need to be met by tenants. In order for you to budget accurately, the most common charges we see are a £7 charge for a payment sent to us and a £14 - £21 charge for a payment sent from us (eg when we return the deposit).

We look forward to hearing from you and please do not hesitate to be in contact if you have any questions.

Best wishes,

A Flat In Town