

Virtual Tenancy Application Form



The data collected in this form will be used to assess eligibility and process your application. The data will be held securely and accessed by members of the Enterprise team. To keep your information up to date please email: sparkhouse@lincoln.ac.uk

Personal and Contact Information:

Information Requested	Your Answer
Full Name	
Phone Number	
Email Address	
Business Website	

Personal Address:

Street Address	
Address Line 2	
City	
County	
Post Code	

Misc Information:

Why do you require a virtual tenancy?	
How did you hear about us?	
Are you a UoL Graduate?	☐ Yes ☐ No
If 'yes', can we pass your details to the alumni team?	☐ Yes ☐ No



01522 837200



Sparkhouse@lincoln.ac.uk



[Sparkhouselincoln.co.uk](https://www.sparkhouselincoln.co.uk)

Business Information:

Information Requested	Your Answer
Business Trading Name	
Describe your Business Activity	
Current Trading Status	☐ Idea ☐ Pre Start ☐ 1 to 12 Months ☐ 12 to 36 Months ☐ > 36 Months
Date Commenced Trading (If Trading)	
Legal Structure	☐ Sole Trader ☐ Partnership ☐ Limited Company ☐ Other
If 'Other', Please Specify	
Company Registration Number or Sole Trader UTR Number	
List the details and role of any other directors or beneficial owners who own more than 25% of your company	
Will Sparkhouse be your registered office?	☐ Yes ☐ No
Registered office address if 'no' to above	



Your Virtual Tenancy Requirements:

Information Requested	Your Answer
Which virtual office package do you require?	☐ Essential ☐ Bronze ☐ Silver ☐ Gold
You would like your post	☐ Forwarding on ☐ Collected in person
Address for postal forwarding	
If applicable, would you like your telephone messages	☐ Collected in person ☐ Emailed ☐ Relayed by phone ☐ Forwarding on
Contact number for relayed messages	
Email address for re-directed messages	

Declaration:

I understand that this agreement will commence on and will be reviewed after one year. In order to speed up the application process, please ensure all sections of the form are completed. I understand that I will be charged monthly for the above services and that any additional services will be invoiced separately. Please note that VAT will be added to rental and services.

Should I wish to terminate this agreement, **I agree to give notice of 1 month in writing.** Please note the submission of application does not guarantee the granting of tenancy. The University of Lincoln reserves the right to refuse an application, and is not bound to reveal the reason for refusal. The University of Lincoln reserves the right to cancel your agreement at anytime if it is felt that your business activity or behaviours may have a detrimental effect on either Sparkhouse or the University of Lincoln. Supplying false information within this application will render it void. Should occupation be granted, the information contained within the application will form part of your contract with University of Lincoln.

The information will be held in accordance with the Data Protection Act (1998). By signing this document I am indicating that I understand and will abide by the above declaration.

Signed	Print Name	Dated



For Office Use Only:

Information Requested	To Be Filled In By Sparkhouse Staff Only
Application received by	
Date application received	
Proof of identity and address documents	☐ Passport ☐ Driving License ☐ Utility Bill ☐ Bank Statement ☐ Other
If 'Other'	
Proof of identity and address documents	☐ Passport ☐ Driving Licence ☐ Utility Bill ☐ Bank Statement ☐ Other
If 'Other'	
Application processed by	
Date application processed	

