

TENANCY APPLICATION

Please read over the Individual Referencing Form attached before completing.

- Two copies of the individual tenant form are attached. Only one form should be completed where only one person is applying to rent for sole occupancy; if, however two people are, both forms **MUST** be completed in full. A guarantor form is attached that must be completed and returned with your application.
- **In light of the current Covid – 19 situation, we are not accepting application forms in person. All application forms must be submitted by email to rentals@jimcmillan.co.uk. If this is not possible, you must contact our office on 02890800000 and advise accordingly. Your application must then be posted to our office at 11 Portland Avenue, Glengormley BT36 5EY. Applications may not be hand delivered to the office**
- Should an application proceed, applicants must be in position to provide a deposit equivalent to one month's rent. This is to be paid to McMillan Estate Agents **in cash**. This deposit is protected in our nominated Tenancy Deposit Scheme*
- In addition, a further payment of the first month's rent must be paid before tenancy commences. Rent paid by cheque will need to be cleared before the keys are released.
- Along with application details please also sign off confirmation slip on back page regarding GDP Regulations 2018. This refers to the McMillan Privacy Policy & Consent Guide- both documents are readily available on our website, however if you would prefer a hard copy please request this via our office at rentals@jimcmillan.co.uk or 02890800000.

The McMillan Rental Team