



## REQUEST TO RENT OUT WEEK

I, , contact number   
owner of house number , for the week occupation FROM   
TO  hereby request that Millstream Farm attempt to rent out the above  
cottage for the week, or part thereof.

**PLEASE CONFIRM IF YOU ARE PREPARED TO TAKE A REDUCED RENTAL**

YES  NO

**A 21% commission is deducted from rental monies received and credited to the general levy fund.**

### OWNERS BANKING DETAILS

Bank:  Branch:   
Branch code:  Account no.:

I, the under signed, state that this week has not been space banked with R.C.I.

Date  Signature

Millstream Farm will advise you once a deposit has been paid for a rental on your house.

When this deposit has been paid and a confirmation sent to the guests, the request to rent the house may not be cancelled.

### PLEASE NOTE:

1. By placing your cottage on the rental list, it does not exempt you from paying your levy on or before the due date, failure to do so will render you liable for penalty charges on the outstanding balance.
2. Should this cottage be rented out, monies due will be used to settle any outstanding levies including interest due. Surplus funds will be credited to your levy account, unless the owners banking details have been completed.
3. Millstream Farm will make every endeavour to rent out the house, but do not guarantee that they will be able to do so. The owner will be kept informed of the progress on the rental.