

OFFICE USE ONLY

Apartment No. _____ Room No. _____ Dep Pd: _____

Rec No: _____ Method: _____ Date: ____/____/____

Kings Court Apartments Application Form for Residency 2018/2019

Personal Details

Name: _____

PPS No: _____

Gender (*please circle*): Male Female

Nationality: _____

Date of Birth: ____/____/____

Permanent Address: _____

Contact No: _____

Email: _____

Arrival Date: ____/____/____

Departure Date: ____/____/____

Course Details

Student Number: _____

Full Course Title: _____

Study Year (*please circle*): 1st 2nd 3rd 4th other (*please specify*) _____

Vehicle Details:

Reg No: _____

Make: _____

Model: _____

Colour: _____

Health and Emergency:

Name of the person to contact in the event of an emergency : _____

Contact Number: _____ Relationship: _____

Details of any health problems/special needs you would like us to be aware of: _____

*Please
attach
Photo 1
here.*

Miscellaneous:

How did you hear about Kings Court: _____

Name of Secondary School: _____

School Address: _____

School E-mail address: _____

Requests:

Please see the new terms and conditions for requests.

Requested Apartments:

Request 1: _____

Request 2: _____

Request 3: _____

If you wish to share an apartment with other students please specify their names.

Please note only one student, two student, or four student requests will be processed i.e. three people (uneven numbers) cannot be requested. Requests of three people will be marked null and void and random allocation will take place.

Your name here

Student 1: _____ Student 2: _____

Student 3: _____ Student 4: _____

Student Signature : _____ Date: : ____/____/____

Kings Court Apartments Guarantor Form 2018/2019

***PLEASE COMPLETE IN BLOCK CAPITALS**

Guarantor for Kings Court
Parent/ Guardian/ Guarantor

Student name

I the undersigned hereby agree that (_____) will comply with the agreement, including but not limited to the making of the accommodation payments on the dates specified on the price list.

Student name

In the event of non-compliance by (_____) with any of the terms of the agreement, I will make the payment as required to Kings Court Apartments.

This will also cover any losses, damages, costs, charges, expenses and/or fines arising to or incurred by or levied the student in question.

Please print the name of the student occupying the accommodation in the spaces above.

PRINT NAME OF GUARANTOR _____

SIGNATURE _____

ADDRESS _____

CONTACT NO. _____

EMAIL. _____

DATE SIGNED _____

Application for Residency Academic Year 2018/2019

Requirements/Check List

- ❖ Fully Completed Application Form
- ❖ Fully Completed Guarantor Form
- ❖ Fully Completed Security Form
- ❖ Two passport photos (placed as outlined on forms)
- ❖ €350.00 deposit

Please send the completed documentation as outlined in full to:

The Rookery Management Company,
Managers Office, Block D,
Kings Court Apartments
Manor
Tralee
Co Kerry

Please note incomplete forms will be returned to the sender to be fully completed. An place will not be held until the form is returned fully completed. All applications must be completed in block capitals, hand written and legible.

Deposits

Deposits can be paid via cash, cheque or debit/credit card.

- If making payment by cheque please make it payable to 'The Rookery Management Company' and enclose with requested documentation (outlined above).
- If making payment by debit/credit card, please attach note with requested documentation (outlined above) to contact you for payment.

Please note deposits will not be accepted if all requested documentation is incomplete or not submitted. For further information regarding deposits please view our website.

Application Form Guide

Permanent Address: an address that we can contact you after you cease to live here. This may be used for returning of deposits.

Contact Number: this must be a working contact number. Should you change your number post submission of your application then you must contact us immediately with the updated number.

E-mail address: this must be a working email address that is checked regularly. Should you change your email address post submission of your application then you must contact us immediately with the updated email address. Please make sure that this is legible. If you do not receive an email within three weeks of moving into Kings Court Apartments please call to the office.

Arrival Date: if unknown please submit September 2018 as the academic year starts in September.

Departure Date: if unknown please submit May 2019 as the academic year finishes in May.

- If it is the case that students are on placement and looking for a one semester stay please contact the office for availability.

Students Identification Number: is the students T number if unknown please leave blank. When received please submit to the office via email.

Course being studied: if it is the case that a prospective first year student has applied for multiple courses please state these on the application. Once known which s/he will be taking up please notify us via email. If you are repeating a year then you must notify the office immediately.

Vehicle Details: if you have a vehicle that will be parked in Kings Court then all details must be provided on the application. If you change/upgrade your vehicle post application then details must be submitted to the office regarding the change via email.

Health and Emergency: it is extremely important to submit your ICE (in case of emergency) details should we need to contact that person in a case of emergency. If you have any special needs/health problems that impact you while staying in Kings Court then these must be stated in the application form. All details provided are kept confidential.

Apartment Request: if making an apartment request then **three** choices must be supplied. Any less or more will be viewed as null and void and the request will be discarded. If a student is living in an apartment for the academic year 2017/2018 then they will be given first choice on that apartment for the academic year 2018/2019. A final decision is made by management regarding allocations and assumptions should not be taken thus three apartment numbers should be requested on the form in all cases.

Sharing request: the policy of requesting people to share with has now changed. You must fill your own name into the space 'Student 1'. The request of three people sharing has now ceased. Please note only one student (you only), two student (you and another student), or four student (you and three other students) requests will be processed i.e. three people (uneven numbers, you and two other students) cannot be requested, the request will be marked null and void and random allocation will take place.

Bedroom Allocation: We do not accept bedroom requests. We operate a process of random selection only.

All requests are not guaranteed and standard policy will remain in place.

We hope the information provided will have aided you in full completion of the requested forms and should you require any further information please do not hesitate to contact us.

Warm regards

Management
Kings Court Apartments

Kings Court Apartments Security Form 2018/2019

Personal Details:

Name: _____

Gender (*please circle*): Male Female

Nationality: _____

Date of Birth: ____/____/____

Course: _____

Study Year (*please circle*): 1st 2nd 3rd 4th other (*please specify*) _____

Name of the person to contact in the event of an emergency : _____

Contact Number: _____

*Please
attach
Photo 2
here.*

Vehicle Details:

Reg No: _____

Make: _____

Model: _____

Colour: _____

Your name here

I _____ hereby agree that all details outlined above are true and honest. I understand that security are present to provide a safe environment for me and my peers and agree to adhere to any instructions they may provide.

Student Signature: _____

Date: : ____/____/____

OFFICE USE ONLY

Apartment No. _____

Room No. _____