

OFFICE USE ONLY

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

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

Kings Court Apartments Application Form for Residency 2019/2020

To be completed in block capitals

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.*

Bank Details

At the end of the academic year, deposits will be refunded by bank transfer. Please submit accurate bank account details.

BIC

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IBAN

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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. No exceptions will be made.

Your name here

Student 1: _____ Student 2: _____

Student 3: _____ Student 4: _____

By signing below, you are confirming that all details are true to the best of your knowledge and agree to all policies that have been outlined on www.kingscourtapartments.com or have voiced to you in alternative methods.

Student Signature : _____ Date : ____/____/_____

Kings Court Apartments Guarantor Form 2019/2020

***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 2019/2020

Requirements/Check List

A full Application for Residency is compiled of all elements outlined below.

- ❖ 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(in person only), 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. It is important to note that after the submission of an application, a deposit payment must be made by 4pm the following day once contacted.
- Refund of deposits will be by bank transfer. Please ensure details are accurate as the Rookery Management Company will not accept liability for any inaccuracies submitted. Please note the deposit breakdown will be emailed to you.

Please note deposits will not be accepted if all requested documentation is incomplete or not submitted. For further information regarding deposits please visit www.kingscourtapartments.com

Rates:

Please refer to our website www.kingscourtapartments.com in relation to rates for the Academic Year 2019/2020 and policies which apply. Please note that a one week extra payment of €92.00 (rent & utility) will apply to students who wish to arrive between Saturday 31st August 2019 – 6th September 2019 (*the office will be closed on Sunday 1st September 2019*). Students who wish to arrive between these dates must pre reserve this by Friday 23rd August 2019 by 1pm by email. Please note you may be refused access to the apartment should you not pre reserve this week.

Application Form Guide

Changes to any information on the application form post submission and throughout the academic year must be submitted to the office by email.

Permanent Address: an address that we can contact you after you cease to live here.

E-mail address: this must be a working email address that is checked regularly. Please ensure that on the form that it is legible. If you do not receive an email within three weeks of moving into Kings Court Apartments please call to the office. **It is the responsibility of the student to ensure they are receiving emails from us.**

Arrival Date: if unknown please submit September 2019 as the academic year starts in September.

Departure Date: if unknown please submit May 2020 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.

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 2018/2019 then they will be given first choice on that apartment for the academic year 2019/2020. 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'. 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. A process of random selection only for bedrooms .

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 2019/2020

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. _____