

OFFICE USE ONLY

Apartment No. _____ Room No. _____

Dep Pd: _____ Date: ____/____/____ Method: _____

Kings Court Apartments Summer Application Form for Residency 2018

Personal Details

Name: _____

PPS No: _____

Gender (*please circle*): Male Female

Nationality: _____

Date of Birth: ____/____/____

Permanent Address: _____

Contact No: _____

Email: _____

Arrival Date: ____/____/____

Departure Date: ____/____/____

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: _____

Miscellaneous:

How did you hear about Kings Court: _____

*Please
attach
Photo 1
here.*

Requests

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

Please note only one tenant, two tenant, or four tenant 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

Tenant 1: _____ Tenant 2: _____

Tenant 3: _____ Tenant 4: _____

Reference

Name: _____

Permanent Address: _____

Contact No: _____

Email: _____

Relationship: _____

Tenant Signature : _____ Date: : ____/____/____

Kings Court Apartments Guarantor Form Summer Residency 2018

***PLEASE COMPLETE IN BLOCK CAPITALS**

Guarantor for Kings Court

Parent/ Guardian/ Guarantor

Tenant 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.

Tenant 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 Summer Residency 2018

Requirements/Check List

- ❖ Fully Completed Application Form
- ❖ Fully Completed Guarantor Form
- ❖ Fully Completed Security Form
- ❖ Two passport photos (placed as outlined on forms)
- ❖ €250.00 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 application space 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 in 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.

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.

Sharing request, you must fill your own name into the space 'Tenant 1'. The request of three people sharing has now ceased. Please note only one tenant (you only), two tenants (you and another tenant), or four tenants (you and three other tenants) requests will be processed i.e. three people (uneven numbers, you and two other tenants) cannot be requested. Requests of three people will be marked null and void and random allocation will take place.

Bedroom Allocation, we do not accept bedroom requests or first come first serve basis. 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: ____/____/____

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.

Tenant Signature: _____

Date: : ____/____/____

OFFICE USE ONLY

Apartment No. _____

Room No. _____