

**OFFICE USE ONLY**

Apartment No. \_\_\_\_\_ Room No. \_\_\_\_\_

Dep Pd: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method: \_\_\_\_\_

**Kings Court Apartments Summer Application Form for Residency 2019**

*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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_

**Requests**

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

*Your name here*

Tenant 1: \_\_\_\_\_ Tenant 2: \_\_\_\_\_

Tenant 3: \_\_\_\_\_ Tenant 4: \_\_\_\_\_

*Please  
attach  
Photo 1  
here.*



Kings Court Apartments Guarantor Form Summer Residency 2019

**\*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 2019***

### **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 (in person), 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.

**E-mail address:** this must be a working email address that is checked regularly. Please ensure 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 tenant to ensure they are receiving emails from us.**

**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.

**Sharing request:** the policy of requesting people to share with has now changed. You must fill your own name into the space 'Tenant 1'. Please note only one tenant (you only), two tenant (you and another tenant), or four tenant (you and three other tenants) requests will be processed i.e. three people (uneven numbers, you and two other tenants) 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 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 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: : \_\_\_\_/\_\_\_\_/\_\_\_\_

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