

Application Form Kingscourt Apartments 2020/2021

OFFICE USE ONLY	Apartment No. _____	Room No. _____
Ref. No: _____		
Deposit Received by: _____	Email: <input type="checkbox"/>	In Person: <input type="checkbox"/>
Dep. Pd € _____	Dep Rec No. _____	Dep Bk No. _____
Method: _____	Date: ____/____/20____	

To be completed in block letters

Prior to completion of this application form please consult the notes on pages 5 and 6.

Application Form for Kings Court Apartments for residency 2020/2021

Please indicate by ticking appropriately the period required:

Semester One Only

Semester Two Only

Full Academic Year

*Please
attach
Photo 1
here.*

Personal Details

Name: _____

PPS No: _____

Gender (*please circle*): Male Female

Nationality: _____

Date of Birth: ____/____/____

Permanent address: _____

Contact No: _____

Email address: _____

Arrival Date: ____/____/____

Departure Date: ____/____/____

Course Details

Student Identification Number: _____

Full Course Title: _____

Student 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: _____

Requests:

Requested Apartments:

Request 1: _____ **Request 2:** _____ **Request 3:** _____

Requested Student Sharing:

If you wish to share an apartment with either one or three other students please specify their names.

Please note requests for two other students will not be processed as this would result in only three people in a four bedroom apartment. Where this request is made it will be marked null and void and random allocation will take place. No exceptions will be made. Please note as places are limited we cannot guarantee requests will be honoured.

Student 1: _____ *Your name here Student 1*

Student 2: _____ *Student 2 here*

Student 3: _____ *Student 3 here*

Student 4: _____ *Student 4 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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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 advised to you in alternative methods.

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

Kings Court Apartments Guarantor Form 2020/2021

PLEASE COMPLETE IN BLOCK CAPITALS AS APPROPRIATE

Guarantor for Kings Court

Parent/ Guardian/ Guarantor

I the undersigned hereby undertake to act as guarantor for

Student Name

(_____) in respect of all financial obligations arising from the duration of their stay in Kings Court Apartments during the academic year 2020/2021 as provided for in the Licence Agreement between the above named student and the Rookery Management Company CLG acting on behalf of the apartment owner.

Student name

In the event of non-payment by (_____) with any of the financial obligations provided for in the Licence Agreement, I will make the payment as required to: **'The Rookery Company CLG'**.

This will also cover any losses, damages, costs, charges, expenses and/or fines arising from or incurred by the above named student.

Please note the Licence Agreement herein referred to is executed by the student prior to taking up residency in Kings Court Apartments. Please see the Kings Court Apartments website for 2020/2021 Academic Year Financial Obligations.

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

SIGNATURE OF GUARANTOR

PRINTED NAME OF GUARANTOR

ADDRESS

CONTACT NO.

EMAIL

DATE SIGNED

Kings Court Apartments Security Form 2020/2021

Personal Details:

Name: _____

Gender (*please circle*): Male Female

Nationality: _____

Date of Birth: ____/____/____

Course: _____

*Please
attach
Photo 2 here.*

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: _____

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. _____

Notes to aid completion of the Application Form 2020/2021

for residency in Kingscourt Apartments

Permanent Address: Your home address where you normally reside.

E-mail address: this must be a working email address that is checked regularly. Please ensure that on the form that the email address is legible. **Please print each letter of the email address separately.** 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 2020 as the academic year starts in September.

Departure Date: if unknown please submit May 2021 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: This number is issued by the I.T.T college after enrolment. This is printed on the T card and is known as the T number. If unknown please leave blank. This number would not be available to potential first year students completing this form. 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 form. Once known which course 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 the name and details of the person to contact in the event of an 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 requesting to reside in a particular apartment then three apartment numbers must be supplied. Any more or less 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 2019/2020 then they will be given first choice of that apartment for the academic year 2020/2021. A final decision is made by management regarding allocations and assumptions should not be made. Three apartment numbers should be entered on the form in all cases.

Sharing request: 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 (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.

Rates:

Please refer to our website www.kingscourtapartments.com in relation to rates for the Academic Year 2020/2021 and policies which apply.

Security Deposits

Security Deposits can be paid via cash(in person only), cheque, debit/credit card, postal order, money order, bank draft.

- if making payment by cheque/postal order/money order/bank draft, please make it payable to: **'The Rookery Management Company CLG'** and enclose with the other requested documentation outlined above.
- If making payment by debit/credit card, please attach note with the other requested documentation in order 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 bank details are accurate as the Rookery Management Company will not accept liability for any inaccuracies submitted. The deposit receipt will be emailed to you.

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

Application Form Guide

Changes to any information requirements on the application form post submission must be submitted to the office by email.

Requirements/Check List

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

- † Fully Completed Application Form Page 1 & 2
- † Fully Completed Guarantor Form Page 3
- † Fully Completed Security Form Page 4
- † Two passport photos (placed as outlined on forms) Page 1 & 4
- † €350.00 security 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. A place will not be held until the form is returned fully completed. All applications must be completed in block capitals, hand written and legible.