



TRALEE TOWN CENTRE APARTMENTS
STUDENT APPLICATION FORM – COLLEGE YEAR 2011/2012

Arrival Date: _____ Departure Date: _____

Surname: _____ First Name: _____

Home Address: _____

Name and Address of Secondary School : _____

Nationality: _____ Telephone No's: Home: _____ Mobile : _____

Name and Address of Parent/ Guardian/Guarantor: _____

Car Make / Model: _____ Colour: _____ Reg: _____

Name of Course: _____ Year 1 _____ Year 2 _____ Year 3 _____ Year 4 _____

Student Signature: _____ Date of Birth: _____

Room Type: Double Room: _____ Single Room: _____

Method of Payment: In Advance: _____ Instalments : _____ Direct Debit: _____

PLEASE NOTE ALL APPLICATIONS ARE INDIVIDUAL AND MUST BE ACCOMPANIED WITH 2 UP TO DATE PASSPORT PHOTOS

PLACES WILL BE ALLOCATED IN THE FIRST INSTANCE TO STUDENTS WHO BOOK FOR THE FULL COLLEGE YEAR

Accommodation will only be provided to students who return their completed application form together with a signed copy of the rules and regulations, guarantee, €250.00* security deposit, €250.00* Utility Charge

DEPOSITS ARE IN ADDITION

TO ACCOMMODATION COSTS. For Part Time Students, Deposits will be adjusted Pro Rata to the Occupancy Period.

* In the case of a cancellation , 80 % of this deposit will be refunded only if the space allocated is reallocated on the same terms to another student.

OFFICE USE	
Apt. and Room No. : _____	Entry Card No. : _____
Deposits Paid : € _____	Date Received : _____
Signed Off by : _____	Date : _____ Reviewed By : _____

PROVISION OF ACCOMMODATION
AGREEMENT

RULES AND REGULATIONS

1. Nothing in this Agreement shall be construed as indicating that Tralee Town Centre Apartments will provide accommodation continuously in any particular room. Tralee Town Centre Apartments reserves the right to vary the location of accommodation from time to time anywhere in the complex.
2. All fire safety and other regulations for the safe and orderly management of the rooms, units and complex as may from time to time be imposed must be observed. Guests must acquaint themselves with regulations, the location of the emergency escape routes and must not unnecessarily interfere with fire and safety equipment.

A charge of €250.00 will be levied on the occupants of the unit if found interfering unnecessarily with fire and safety equipment or fire extinguisher.

3. Electrical apparatus must not be overloaded. Additional electrical wiring, gas piping, portable gas or paraffin heaters must not be installed in rooms, units or any other part of the complex.
4. The accommodation is restricted to yourself and others duly authorised by Tralee Town Centre Apartments.
5. All units will be visited by a member of Management each week. The interior of the accommodation must be kept in a clean, hygienic and undamaged condition including all fixtures, fitting, furniture, sanitary fittings and appliances. Management will enlist the services of contract cleaners should they find a unit to be in such disorderly state to necessitate it. The cost of this service will be charged to guests directly. A charge for revisits by management where apartments are not kept in a proper condition may be applied.
6. Within 2 weeks of the students arrival a member of management will visit the unit to go through its contents and the student will sign a “condition and inventory” agreement. Replacement of any breakages will be charged to the guests as they occur.
7. The accommodation is not to be utilised for anything other than residential purposes.
8. Parties may not be held in the accommodation. Musical instruments, radios, televisions, or other sound producing apparatus must not be played in such a manner as to cause distraction, annoyance or nuisance to other guests and in particular not between the hours of 11pm and 8am.
9. Dogs or any other animals, reptiles, insects or pets are not allowed in the accommodation.
10. Bottles, containers or other articles must not be exposed in window areas or placed on work tops or on the top of kitchen units.
11. Clothing, washing, linen *or* other articles must not be hung inside or outside the accommodation. Signboards, posters, advertisement matter, placards, flags or banners may not be exhibited inside or outside the accommodation and in particular such items shall not be affixed to the inside walls of units or the structure, plasterwork or woodwork therein.
12. All areas of the complex shall be kept free from obstruction. In particular vehicles, bicycles, motorcycles and other items may only be placed in designated areas. Bicycles will be removed if found in Apartments or stairwells.
13. Laundering or other similar activities may not be carried out in baths, wash basins, sinks or cisterns. Laundry facilities are available in the complex for an additional charge.
14. Dangerous, combustible or unlawful substances may not be kept in any part of the complex. The presence of such materials or substances must be reported immediately to management.

15. Management, its servants and agents have the right to enter and inspect the accommodation at all times.
16. Management shall be informed immediately of any emergency or other situation requiring urgent attention.
17. On the day of departure the accommodation shall be left in a clean and orderly condition and all personal effects and belongings must be removed on the day of departure. Any personal effects or belongings left in the accommodation after the day of departure shall be disposed of by Tralee Town Centre Apartments at its discretion without incurring any liability to the guest.
18. Visitors are not permitted to stay in the accommodation overnight. Visitors are not allowed in the accommodation between the hours of 12 o'clock midnight and 10am. Special arrangements can be made, in certain circumstances, by prior arrangement with management. At least 24 hours notice is required.
19. Nails or drawing pins must not be driven into the walls or woodwork and sticky tape must not be affixed to any plaster or woodwork and the walls, woodwork and plasterwork must not be defaced.
20. Furniture, fittings, fixtures, appliances or articles must not be removed from the accommodation.
21. All rubbish, bags or other refuse must be placed on a regular basis only in the bins provided.
22. Materials must not be disposed of in sinks, lavatories or otherwise so as to block drains, pipe or sewers.
23. Tralee Town Centre Apartments is not responsible for any loss or damage to personal effects or belongings. No responsibility will be accepted by Tralee Town Centre Apartments for any loss or damage to such items. Personal effects and belongings are kept in the accommodation at guests' sole risk. The above includes Motor Vehicles and Bicycles.
24. Windows must be opened daily for ventilation. Ground floor windows must be opened daily to the security latch.
25. Requests by students to share with other students known to them cannot be guaranteed.
26. Management reserves the right to terminate the Agreement if for any reason they wish to do so. Nothing in this Agreement will constitute a Landlord/Tenant relationship within the meaning of the Landlord and Tenant Acts or otherwise.
27. All students must advise Tralee Town Centre Apartments of the make, model and registration number of any vehicle being parked in the Apartment carpark. Vehicles are parked at owners risk.
28. Students are not allowed to canvas or allow any canvassing in any part of the premises.
29. Students are not allowed play ball games in any part of the student complex.

SIGNED:

Guest

Date

SIGNED:

Tralee Town Centre Apartments

Date

G U A R A N T E E

PARENT / GUARDIAN / GUARANTOR

I, the undersigned, hereby agree that (_____) will comply with the Agreement (including but not limited to the making of the accommodation payments and payment of deposits).

In the event of the non-compliance by (_____) of any of the terms of Agreement, I will make pay and make good to Tralee Town Centre Apartments all and any losses, damages, costs, charges, expenses and / or fines arising to or incurred by or levied on (_____).

SIGNED BY THE SAID _____

ADDRESS _____

TELEPHONE NO _____

DATE _____