

**Attach  
Passport  
Photograph**  
Print your name  
on the  
Rear of the  
photograph

# Application Form 2019/20

## For Residency In Oakfield Court

Please read and complete this form in block capitals

Surname \_\_\_\_\_ First name \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

**PPS Number** \_\_\_\_\_ **required by legislation for all Irish students before you move in.**

Please circle gender    Male    Female    Nationality \_\_\_\_\_    Date of Birth \_\_\_\_\_

Do you smoke?                      Yes,                      No                      Please circle

Course being studied \_\_\_\_\_    Campus \_\_\_\_\_

Entering study year    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    Other    Please circle

Type of room required: Single en-suite Twin en-suite (single occupancy) Twin en-suite (sharing) **Please Circle**

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

---

In the case of a twin room being shared application forms from both applicants must be filled in and returned together  
Note; we will endeavor to satisfy your requirements but due to availability this cannot be guaranteed

Please give the name and phone number of the person you would like us to contact in the unlikely event of emergency

---

Date of Arrival: \_\_\_\_\_    Date of Departure: \_\_\_\_\_  
Please fill out both of these dates if you are unsure check with Oakfield Court staff.

Do you require parking? \_\_\_\_\_    Car parking will be available on a first come first served basis.

Car registration: \_\_\_\_\_    NB: You **must** inform us if you are changing your car.

Students Signature \_\_\_\_\_    Date Signed \_\_\_\_\_

**Parent/Guardian/Guarantor Signature if you are under 18:** \_\_\_\_\_

The apartments/rooms are available to students of the Institute of Technology Tralee or approved institutions under the section 50 finance act covering 3<sup>rd</sup> level students

## PLEASE READ CONDITIONS OF OCCUPANCY

### Conditions of Occupancy 2019/20

A standard lease agreement is entered into between the student & his/her landlord. The student is required to follow the rules and code of conduct which outline the health and safety requirements and the code of conduct in place for living at Oakfield Court

The rooms and kitchens are fully furnished and equipped with crockery and cutlery. A Multi-channel television is provided. Access to WIFI is available and all bedrooms have Internet connections. Room inspections are carried out as required. Residents are advised to insure their personal belongings as these are not covered in the agreement you will enter into with Oakfield Court

**Please note bedding and bed linen is not provided with any room and is not part of any agreement.**

Please note that applications will be accepted only for the entire occupancy period of your lease agreement. No refunds of rental will be made in the event of early vacation. In such events the Landlord will also retain the booking, cancellation, damage & utility deposits. Landlords are entitled to pursue any outstanding money owed by the tenant for rent, damages and utility charges.

#### Application Procedure

Rooms will be offered in order of application and allocated to those who secure their booking by payment of the deposit in full. If CAO applicants do not receive a first round offer from I.T.T, the booking will automatically be cancelled and the deposit of €300.00 returned minus a €100.00 administration fee. All others may apply once they have been accepted on a full- time course. Rooms will be offered in order of application, subject to availability. Rooming preference will be accommodated where possible

#### Acceptance of Offer

In all cases a lease contract will be issued when you arrive to move in, this must be signed by both the student and their guarantor if the student is under 18, this must be returned together with the rent shown on the price list. On receipt of the signed contract together with proof of the rental and deposit payments being made the keys will be issued, these will permit access to your allocated room and common parts of the complex.

Please confirm the office opening hours before you make plans for moving in. During busy periods we extend our hours but you will not be able to move in unless the office is open.

**The information given here and, on the Application, is for the information of applicants and may be subject to change. It does not constitute a contract or part thereof between Oakfield court and a student or any third party.**