



Dear Student,

Thank you for your interest in the Menlo Park Apartment Complex for the upcoming academic year 2019-2020. Applications are currently open for **full year National University of Ireland - Galway students** only.

Please find below our Student Application Pack, which outlines general information about the complex, rates & payment details, and includes instructions and an application form. Due to the high demand for student housing in Galway we recommend that you enquire and reserve your accommodation as soon as possible. Applications are only accepted fully complete with all of the above information, including signature, photo and deposit. Incomplete applications will not be accepted. Sharing/special requests will be noted but are not guaranteed. Advice of position availability will be given only once your application has been processed. If we are unable to offer you accommodation your booking deposit will be returned to you in full. **Application approval is in no way confirmed until you receive an offer of a position by e-mail.**

You are welcome to call into the reception office during business hours to have a look around the grounds of the complex and exterior areas. **Interior viewings are only available by appointment throughout June, July and August, please phone 091 768663 to make arrangements.**

If you have any queries or questions that have not been covered in the information that follows, please do not hesitate to contact us.

Kind Regards,

*Ciara Treacy*

Ciara Treacy  
Apartment Manager  
Menlo Park Apartment Complex



## Student Application Pack 2019-2020

The Menlo Park Apartment Complex is a purpose built complex designed to meet the needs of today's student market. The non-smoking complex is situated in close proximity to the National University of Ireland, Galway (NUIG) and to the city centre, making it an ideal location for students to enjoy both the academic and social aspects of Galway City.

The complex consists of thirty-five 2 and 3 Bedroom non-smoking apartments, sleeping 140 students. We pride ourselves on being able to offer that personal touch due to the size and design of the complex. All apartments share a communal landscaped courtyard area, with the U-shaped design providing for a friendly village atmosphere and offering students the opportunity to meet other student residents. We strive to provide a safe, comfortable home away from home for our students, with well-equipped apartments in a secure residential location, just 15 minutes' walk from the NUIG campus.

### **Apartment Types:**

#### **2 Bedroom Apartments:**

Consisting of one Double (some ensuite) room and one Twin ensuite room, sleeping 2/3 students. All have ground floor access, some with disabled facilities available.

#### **3 Bedroom Apartments:**

2 storey duplex apartments, consisting of one single ensuite room, and two twin ensuite rooms, sleeping 5 students. Most of these apartments are 1<sup>st</sup> floor access, with the single room on the 1<sup>st</sup> floor with kitchen and lounge area, and the two twin rooms on the 2<sup>nd</sup> floor.

### **Room Types:**

We offer 4 room types:

1. **Twin ensuite room** – Sharing the bedroom with one other person, in either a 2 or 3 bedroom apartment
2. **Single ensuite room** – Single bed in a 3 bedroom apartment, sleeping 5 students
3. **Double room** – Double bed in a 2 bedroom apartment, sleeping 2 students
4. **Double ensuite room** – Double bed in a 2 bedroom apartment sleeping 2/3 students

Our spacious bedrooms offer separate wardrobes, bookshelves, study desks. Please specify your requested room type on the application form in order of preference, only numbering options you will accept if offered, i.e. do not select twin ensuite room type if you are not prepared to share a room. Cancellation fees will apply if you choose not to accept an offer for a room type you have entered as a preference.

### **Sharing with others:**

It is our policy to try to match students of a similar age, college year and faculty together in an apartment. Twin rooms are always same gender sharing, though an apartment may be mixed with males and females sharing communal areas. Any special requests or sharing preferences need to be noted on the application form. Whilst we endeavour to do all possible to meet any specific needs or requests you may have regarding sharing, they cannot be guaranteed.

If you are under the age of 18 years by accepting this Agreement you and your parents/guardians and you acknowledge and accept that you may be sharing accommodation with students over the age of 18 years.

### **Student Deposit - €900 (to be paid in two amounts)**

**Booking/Security Deposit - €300 (Must accompany booking form)**

After apartments are vacated at the end of the student year a thorough inspection will be carried out on all units to ensure they are left in the condition in which they were received. Upon satisfaction that units are in order the security money will then be refunded to the occupants. Deductions will be made in the event of damage or breakage.

**Electricity Deposit - €300 (Payable with 1<sup>st</sup> semester moiety)**

Electricity is metered per apartment, with the cost being divided equally between residents. Statements will be issued to all apartments' each time bills are received for electricity usage for that period. If there is a balance (+ or -) at the end of the student year the monies will be refunded or the remainder will be payable by the student/guarantor.

**Utilities Charge - €300 (Payable with 1<sup>st</sup> semester moiety)**

The charges covered in this non-refundable fee include waste collection, security, general maintenance, Cable TV, TV licence, internet access and incoming telephone line rental for the year.

### **Rent Rates (paid in two semester amounts excluding deposit)**

- ❖ **Twin Room sharing:** €115 per week, €4,485 for academic year
- ❖ **Single Room:** €155 per week, €6,045 for academic year
- ❖ **Double Room:** €160 per week, €6,240 for academic year
- ❖ **Double ensuite Room** €165 per week, €6,435 for academic year

### **Rate/Payment Table:**

<b><u>Room Type per week</u></b>	<b><u>Booking Deposit</u></b> Due when booking	<b><u>1<sup>st</sup> Semester Payment inc. remaining deposit (€600)</u></b> Due on 20/08/19	<b><u>2<sup>nd</sup> Semester Payment</u></b> Due on 02/12/19	<b><u>Total - Accommodation only</u></b>	<b><u>Total - Including deposit (€900)</u></b>
<b>Twin ensuite €115 p.w</b>	Payment 1. €300	Payment 2. €2,555	Payment 3. €2,530	<b>€4,485</b>	<b>€5,385</b>
<b>Single ensuite €155 p.w</b>	Payment 1. €300	Payment 2. €3,235	Payment 3. €3,410	<b>€6,045</b>	<b>€6,945</b>
<b>Double shared bathroom €160 p.w</b>	Payment 1. €300	Payment 2. €3,320	Payment 3. €3,520	<b>€6,240</b>	<b>€7,140</b>
<b>Double ensuite €165 p.w</b>	Payment 1. €300	Payment 2. €3,405	Payment 3. €3,630	<b>€6,435</b>	<b>€7,335</b>

**How to apply:**

1. A fully complete booking form along with a passport photograph and a booking deposit of €300 must be submitted to the office. Booking forms without the €300 payment will not be processed. Applications are only accepted when fully complete, incomplete applications will not be accepted. Please note room requests will be noted but are not guaranteed.
2. Confirmation of offers will be made by e-mail. This will include a letter of confirmation detailing your next payment amount and due date, lease agreement and check list for check-in. **\*Please note both Licencee and Guarantor must sign the License to Reside agreement to validate the lease.**
3. Confirm your position by the **20<sup>th</sup> of August 2019** with payment of the 1<sup>st</sup> moiety (1<sup>st</sup> semester rent and remaining deposit)

**Payment Deadlines:**

- **Deposit:** €300 must accompany the booking form to validate your application for accommodation
- **Payment of the first moiety:** All payments must be received by the **20<sup>th</sup> of August 2019**. If payment has not been received by these dates the position will be released for re-sale without prior notification or deposit refund.
- **Second moiety payment** is due no later than the **02<sup>nd</sup> December 2019** for all students. If payment is not received before or on this date the position will be released for 2<sup>nd</sup> Semester re-sale without deposit refund.
- Reminders will be sent to both the licencee and guarantor prior to the 2<sup>nd</sup> semester rent payment due date.
- Payments can be made by cheque, bank draft (Euro only), electronic bank transfer, most credit cards\*. Cheque and bank draft payments are to be made payable to Menlo Park Apartments.  
**\*Credit and debit card payments will incur an administration fee of €1.50 on the €300 booking deposit. There is no charge for bank transfer payments.**
- **Please Note: The Applicant is responsible for ensuring all monies are received by the dates required, as outlined in this document. Please be aware that applications may be cancelled without prior notification if monies are not received by given deadlines. No late payments are permitted under any circumstances, this includes and is not limited to licencee's awaiting grant payments.**
- **Any outstanding balances at the end of the 1<sup>st</sup> semester must be paid by the return to college or the licencee may face eviction and be liable for the full payment unless the space is filled by a new licencee.**

**Acceptance:**

Once a place is offered and accepted then it is confirmed in line with the terms and conditions of the licence to reside. A copy of the licence to reside is available by emailing us at [apartments@menloparkhotel.com](mailto:apartments@menloparkhotel.com)

### **Cancellations:**

In the event that a student has paid monies and wishes to cancel their accommodation place, an administration fee of €100 will be deducted and the balance of monies will be refunded, provided cancellation takes place prior to close of business on Tuesday 20<sup>th</sup> of August 2019. **There are no booking deposit refunds after 20<sup>th</sup> August 2019. All cancellations must be notified to the office in written form only.** All other refunds are assessed on a case by case basis, and are at the discretion of Management. (Exception: If we are unable to offer you one of your nominated preferences then your deposit will be returned to you in full.) Refunds will be issued by cheque in the student's name, cheques that are not cashed within 6 months of issue will not be reissued or altered by the Menlo Park Apartments.

### **Early Departure:**

Accommodation is licensed for the full academic year. Licencee's are liable for this period even if they do not stay for all of it. If a licensee ceases occupancy throughout the licence period, all monies paid by the licensee will be retained in full with the exception of the remaining electricity deposit. The licensee will be liable for the full payment up to the cessation of the licence to reside unless the space is filled by another licensee. Please note that when a licensee leaves, management has the right to move another resident into the licensee's vacant room.

### **Eviction:**

If a student is evicted, no refunds will be made.

### **Insurance:**

The Menlo Park Apartments shall insure the property against loss or damage by fire, lightning, storm, flood, subsidence, riots or civil commotion, malicious damage and accidental damage, impact such other risks (if any) as management, and at management sole discretion, may from time to time consider prudent or desirable including employers public liability or any liabilities that are resulting from management ownership of the property. Insurance does not include personal belongings. To purchase adequate insurance to cover all personal property and contents on and within the premises, example electronic devices, bicycles, etc. The licensee shall indemnify management from all claims whatsoever in respect of loss, damage or injury to such property or persons.

### **Check in:**

Check in is from **Sunday 02<sup>nd</sup> September 2018** onwards. On check in each student is required to sign in, we will ensure we have all the information required from the check list provided. The student will then be given their key and a student information pack detailing all relevant information while residing in Menlo Park Apartments. Check out is by 1pm on **Sunday 31st May 2020**.

**Office Use Only**

YR: \_\_\_\_\_

APT: \_\_\_\_\_

RM: \_\_\_\_\_

Insert  
Passport  
Photo Here**Application Form 2019/2020**

Please write clearly in BLOCK CAPITALS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female 

Nationality: \_\_\_\_\_ Have you stayed here previously? Y / N

Home/Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Home Tel No: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Entry year of study: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> P/Grad (Please circle)

Course being studied: \_\_\_\_\_

**Room Type Required – in order of preference 1-4 (1 being most preferable):**

Twin Room En-suite	Single Room En-suite	Double Room Shared bathroom	Double Room En-suite

**\*Please only number options you will accept if offered**

If you have particular people you would like to share with please enter their names below and submit applications together. Room allocation is at the discretion of the Manager and whilst we try to accommodate all requests, they cannot be guaranteed. Both applications must contain the name of the person they wish to share twin room with, if only one application form has a name the request is not deemed valid.

Share Twin room with (if applic): \_\_\_\_\_

Share Apt with: \_\_\_\_\_

Do you suffer from any relevant medical conditions e.g. Asthma? \_\_\_\_\_

Name & address of Guarantor: \_\_\_\_\_  
\_\_\_\_\_

Contact number of Guarantor: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Bank Details for Transfer Payments

Our address: Menlo Park Apartments  
Terryland  
Headford Road  
Galway City  
Ireland

Name of Bank: Bank of Ireland

Bank address: Mervue Industrial Estate  
Monivea Road  
Galway  
Ireland

Account Name: John Francis re. Menlo Park Apartments

Account Nbr: 16064260

Sort Code: 90.38.24

IBAN: IE38 BOFI 9038 24160 64260

Swift Code: BOFI IE2D

***\*Please remember to reference your name on the payment so we can trace all transactions.***