

## TERMS & CONDITIONS OF LIVING AT CLARION VILLAGE 2023-2024

### Booking & Allocation of Room

Clarion Village accommodation is available to all third level training institutes. Rooms will be offered to existing students as priority initially and then booking lines will be open publicly and we invite all other applicants to book. Once booking lines are open publicly, rooms will be offered on a lottery system, not on a first come first served basis. If your application has been successful you will be informed by email of the room type you have been allocated. A receipt for deposit payment can be printed from your student portal account.

### Rental Payments

The lease agreement will commence on Friday 1st September 2023 for all students. First rental payments must be made in full **by 16<sup>th</sup> August 2023**. Failure to make payment by this date will result in the bed space being released for resale without booking deposit refund.

Applications made after the **16<sup>th</sup> August 2023** will need to be paid in full within 24 hours. The booking/security deposit is to be made on application and the first rental instalment to be paid within 24 hours. Clarion Village reserves the right to release the room for resale if the rental instalment payment is not made within 24 hours.

No access will be given to the room on the start date of the tenancy unless payment is received in full.

### Payment Methods

- Payments must be made online
- Payments can only be made by debit/credit card
- Unfortunately, it is not possible to facilitate bank transfers

### Booking/Security Deposit

A booking deposit equivalent to one months rent is required at the time of bookings to secure a room. This booking deposit is subject to the cancellation policy as outlined below.

Upon commencement of your tenancy the Booking Deposit is transferred over to be held as your security deposit for the duration of your lease.

### Payment terms

The Academic Year is paid in monthly instalments in advance. The first months rent, electricity prepayment & utilities fee is due on or before **16<sup>th</sup> August 2023**. All subsequent monthly payments are due in line with the dates set out on the applicants student portal.

### Application Cancellation Policy

If the applicant is unsuccessful in their application to their chosen college and wishes to cancel the accommodation, the applicant must cancel by email by close of business on the **16<sup>th</sup> August 2023**. Cancellations by telephone will not be accepted.

In the event of cancellation by the aforementioned date, a €100 cancellation fee will be deducted from the booking deposit and the remainder refunded. Refunds will be issued by bank transfer only. If the applicant cancels after the cut-off date outlined above no refund will be issued and the full security deposit will be retained.

An exception will be made for 1st year students waiting on CAO offers – if they cancel within 48 hours of the release of 1st round CAO offers, a cancellation fee of €250 will be applied and the balance of their deposit will be refunded. However if they cancel later than 48 hours after 1st round CAO offers are released they will lose the full deposit.

### **Tenant Cancellation Policy**

If the tenant cancels after having paid the first rental instalment, or at any time during the course of the lease agreement, a refund of rent will only be made after the bed-space has been resold and paid for. The cancelling tenant is responsible for rent for any period up until the new tenant moves in. Clarion Village is not obliged to find a replacement tenant. If a replacement is not found the tenant may be held liable for any outstanding rent for the duration of the fixed term lease.

Failure to refill the bed space will result in the tenant losing all monies paid. If a replacement tenant is found partial rental refund will be processed from when the new tenant moves in. After check in, any electricity prepayment applied to the pre-paid meter cannot be refunded. The utilities fee will be refunded on a pro rata basis from the date of the payment of the replacement tenant. If a replacement tenant is found, once the tenant has departed an inspection of the property will have to take place before any monies due to the outgoing tenant can be refunded. Any rent arrears, damages, cleaning issues or missing inventory will be deducted from these monies.

Please note that when a student leaves, management has the right to move another resident into that student's vacant room. If this occurs, the student must still find a replacement for the room which is vacant.

### **Late applicants**

For any late applicants booking after the commencement of the lease where spaces have become available due to cancellation, full payment due must be made within 24 hours of offer of room or the room will be forfeit.

### **Semester 2**

Any applicant who is successful in securing a bed space for Semester 2, once the booking / damage deposit is paid to secure the room there will be a 24 hour cooling off period after which no refund will be given in the event of cancellation. The first rental payment, electricity prepayment & utilities fee is due on or before **16<sup>th</sup> December 2023**.

The same booking cancellation procedure as above will apply to Semester 2 students.

### **Eviction**

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

### **Lease Agreement**

A standard Lease Agreement is entered between the student and their Landlord. The lease is obliged to follow the terms and conditions of the Village Rules, which outline the Rules & Regulations in place for the development and which forms part of the lease. **It is a requirement that all students residing at Clarion Village MUST have a signed lease.** The lease is available within your student portal. It must be signed online by both Tenant and their Guarantors. We do not require the lease to be signed in the presence of the office staff at check in. To avoid delays on check in, we require the lease to be fully completed when making your first rental instalment.

No access will be given to the room on the start date of the tenancy unless lease agreement is fully signed.

### **Checking In & Key Collection**

Clarion Village will issue an email to successful applicants before arrival date detailing check in dates & times and what you will need to check-in. A key will be issued on arrival which will permit access to the allocated room. No access will be given to apartment unless payment has been received in full.

### **Inventory & Maintenance Form**

An itemised list detailing all inventory items in your unit is available to each resident at the beginning of the student year for your reference. All maintenance issues are to be logged separately under maintenance on your online student portal within 24 hours of arrival.

### **COVID-19 - Coronavirus.**

Students must adhere to government ([www.gov.ie](http://www.gov.ie)) and university guidelines in order to act in a responsible way to ensure the health and safety of all our residents and staff. Clarion Village requires students to adhere to company COVID 19 protocols, safety measures and social distancing at all times.

### **House inspections**

House inspections are carried out during the academic year with prior inspection notice being issued to each unit. Students are asked to have their unit in a clean and tidy condition for the inspection.

### **Insurance cover**

We recommend you take out Insurance cover for your personal belongings as they are not insured on the Clarion Village policy.

### **Room Moves**

The Management Company reserves the right to move a tenant to another property of the same room type within the complex should the property suffer a decrease in occupancy at any stage during the academic year

### **On Departure**

Clarion Village has a duty to provide accommodation to you the student and to also care for the units on behalf of our landlords. It is expected that houses/apartments be returned to Clarion

Village in a similar condition to which they were received at the start of the year. Clarion Village staff carry out a thorough check on all units following student departure with a focus on cleaning, painting, inventory and maintenance. The condition in which the unit is returned will have a strong bearing on deposit monies returned and on future accommodation applications being accepted and accommodation references being issued

- Please pay attention to the cleaning of your hob, oven, grill pan and extractor throughout the year.
- Painting charges can also escalate so please take care of walls & woodwork throughout your unit. Each student is responsible for his/her individual bedroom. General wear and tear is taken into consideration for the common areas but excessive damage is payable by the student.
- Maintenance damages are to be reported throughout the year.
- Curtains – please be aware of smoke damage - smoking is not permitted indoors at Clarion Village.