

LICENCE APPLICANT INFORMATION SHEET

The Central Guesthouse, Main Street, Castleblayney, Co. Monaghan A75KR77
(This is for Licensed Accommodation, NOT a standard tenancy)

Reference: GH-LIS-01 REV 2 010226

Date: [

]

Instructions for Applicant:

1. Please complete this form in full and return it to us by email.
2. A copy of photographic ID (Passport/Driving Licence/Public Services Card) is required for all successful applicants.
3. Complete as much of the form as possible to assist your application.
4. **Two contactable references are required** (e.g., previous landlord, employer, educational institution). Please inform your referees that we may contact them.

SECTION 1: PERSONAL DETAILS

Full Name: _____

Contact Phone: _____ Email: _____

PPS Number (Required for Licence Agreement): _____

Emergency Contact (Name & Phone): _____

SECTION 2: OCCUPANCY & LICENCE TYPE REQUESTED

Property of Interest: The Central Guesthouse, Main Street, Castleblayney

Desired Licence Type (Tick one):

- **Double Ensuite (Single Occupancy)** – €700 per month
- **Shared Triple Room (Per Person)** – €450 per month per person
- **Double Ensuite (Couple/Two Persons)** – €850 per month

Intended Move-In Date: _____ Minimum Stay Required: **1 Month (30 nights)**

Number of Persons to Occupy Room: _____ Full Names of All Occupants:

1. _____ 2. _____

SECTION 3: OCCUPATION & INCOME

Current Employment Status: ☐ Employed ☐ Self-Employed ☐ Student ☐ Other

Employer/College: _____ Position/Course: _____

Approximate Annual Income: € _____ (Students: please state grant/source of funds)

SECTION 4: ACCOMMODATION HISTORY

How many times have you moved in the past 12 months? _____

Have you ever left a previous accommodation arrangement owing money or following a dispute? ☐ No ☐ Yes

(If yes, please explain briefly):

Previous Accommodation 1:

Address: _____

Contact Person/Landlord: _____ Phone: _____

Duration of Stay: From _____ To _____ Reason for Leaving: _____

Previous Accommodation 2:

Address: _____

Contact Person/Landlord: _____ Phone: _____

Duration of Stay: From _____ To _____ Reason for Leaving: _____

SECTION 5: ADDITIONAL INFORMATION

Do you have a car? ☐ Yes (Reg: _____) ☐ No

Do you have any pets? ☐ Yes ☐ No (If yes, please provide details): _____

Has any intended occupant ever been convicted of a criminal offence? ☐ No ☐ Yes

(If yes, please provide relevant, non-discriminatory details. A conviction will not necessarily bar an application but must be disclosed.)

Any other relevant information or specific accommodation needs?

SECTION 6: REFERENCES (Two Required)

Reference 1 (e.g., Previous Landlord/Employer):

Name: _____ Relationship: _____ Phone: _____
Email: _____

Reference 2 (e.g., Employer/Professional/Educational):

Name: _____ Relationship: _____ Phone: _____
Email: _____

SECTION 7: DECLARATION & DATA PROTECTION

GDPR Notice: The information you provide will be used solely for the purpose of assessing your application for a Licence for Accommodation Services at The Central Guesthouse and for managing the licence agreement if offered. It will be held securely and in compliance with data protection law. It will not be shared with third parties except where legally required (e.g., Garda vetting if applicable, or An Garda Síochána in an emergency). Your data will be retained only as long as necessary for these purposes.

I declare that the information provided on this form is true and accurate to the best of my knowledge. I understand that any misrepresentation may result in the refusal of my application or termination of any licence offered.

I authorise The Central Guesthouse to contact the references and employers listed above to verify the details provided.

I understand that if offered a licence, it will be for a **minimum initial term of one month (30 nights)** on a month-to-month basis, governed by a formal Licence Agreement.

Applicant Signature: _____ **Date:** _____

For Office Use Only: Application Received: [☐] ID Verified: [☐] References Checked: [☐]

Notes:

Decision: [☐] Offer Made [☐] Not Proceeded With Reason:
