



**Newport Place**  
 1343 C Street, San Diego, CA 92101  
 Tel/Fax: 619-876-4592  
 www.newportplace.com

## HOUSING REQUEST

- *This is only a Housing Request. You are under no obligation to accept a Confirmation from Newport Place.*
- *Your Housing Request can be made 12 months in advance of your move-in date.*
- *Two or more persons traveling together: Each resident is required to submit a separate Housing Request form.*

### 1. Contact Information

- \* First Name: \_\_\_\_\_
- \* Last Name: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* City: \_\_\_\_\_
- \* State/Province: \_\_\_\_\_
- \* Zip/Postal Code: \_\_\_\_\_
- \* Country: \_\_\_\_\_
- \* Email Address: \_\_\_\_\_
- \* Telephone: \_\_\_\_\_ US Cell phone: \_\_\_\_\_
- \* Emergency Contact: \_\_\_\_\_
- \* Emergency Contact's Telephone: \_\_\_\_\_

### 2. Personal Information

**Government-Issued Photo Identification** (Passport/Driver's License/Identification Card):

\_\_\_\_\_ *Country, Type of Identification and Identification Number*

- \* Date of Birth: \_\_\_\_\_ *Month/Day/Year*      \* Gender:  Male     Female
- \* Occupation: \_\_\_\_\_
- School attending (if applicable): \_\_\_\_\_
- Employer or Internship (if applicable): \_\_\_\_\_
- \* Your reason for selecting Newport Place: \_\_\_\_\_

While sleeping, I prefer:     Complete Silence     Quiet sounds     Moderate Noise     Loud Noise

My cleanliness level is:     Very Clean     Clean     Average     Messy

Additional needs or preferences: \_\_\_\_\_

### 3. Rental Rate & Roommate Preferences

Select your preferred unit: (refer to our [Floor Plans](#) page at [www.newportplace.com](http://www.newportplace.com))

- |   |   |
|---|---|
| <input type="checkbox"/> Apartment 1 – Bedroom A – single occupancy | <input type="checkbox"/> Apartment 5 – Room D |
| <input type="checkbox"/> Apartment 1 – Bedroom A – double occupancy | Apartment 6 – <i>Not Available</i>            |
| <input type="checkbox"/> Apartment 1 – Bedroom B – single occupancy | <input type="checkbox"/> Apartment 7 – Room A |
| <input type="checkbox"/> Apartment 1 – Bedroom B – double occupancy | <input type="checkbox"/> Apartment 7 – Room B |
| <input type="checkbox"/> Studio 2 – Single Occupancy                | <input type="checkbox"/> Apartment 8 – Room A |
| <input type="checkbox"/> Studio 2 – Double Occupancy                | <input type="checkbox"/> Apartment 8 – Room B |
| <input type="checkbox"/> Studio 3 – Single Occupancy                | <input type="checkbox"/> Apartment 8 – Room C |
| <input type="checkbox"/> Studio 3 – Double Occupancy                | <input type="checkbox"/> Apartment 8 – Room D |
| Apartment 4 – <i>Not Available</i>                                  | Apartment 9 – <i>Not Available</i>            |
| <input type="checkbox"/> Apartment 5 – Room A                       |   |
| <input type="checkbox"/> Apartment 5 – Room B                       |   |
| <input type="checkbox"/> Apartment 5 – Room C                       |   |

\* The ideal monthly rental amount you can afford:

- |                                |                                |                                  |                                  |
|--------------------------------|--------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> \$700 | <input type="checkbox"/> \$850 | <input type="checkbox"/> \$1,000 | <input type="checkbox"/> \$1,300 |
| <input type="checkbox"/> \$750 | <input type="checkbox"/> \$900 | <input type="checkbox"/> \$1,100 | <input type="checkbox"/> \$1,400 |
| <input type="checkbox"/> \$800 | <input type="checkbox"/> \$950 | <input type="checkbox"/> \$1,200 | <input type="checkbox"/> \$1,500 |

Ideal roommate mix:  No Preference  Coed  All male  All female

Preferred total number of roommates:  0  1  2  3

If you prefer a private bedroom, are you willing to stay temporarily in a shared studio with a resident of the same gender until a private bedroom becomes available?  Yes  No

Regarding your request for a specific bedroom: upon arrival, can you be flexible with the first private bedroom we assign to you?

- Yes  No

*NOTE: You may always transfer to the private bedroom or bed size that you prefer. The primary goal is to get you moved in to Newport Place so you have a place to live.*

Can you be flexible with the first bed size we assign to you?  Yes  No

### 4. Rental Period

\* Preferred move-in date: \_\_\_\_\_ *Month/Day/Year*

\* Latest possible move-in date? \_\_\_\_\_ *Month/Day/Year*

Move-out date, if known: \_\_\_\_\_ *Month/Day/Year*

• Rental period:  Month-to-Month  1-3 months  3-6 months  6-12 months  over 1 year

### 5. Rent Payment Information

\* Source of Income: \_\_\_\_\_

\* Method of Rent Payment:  Personal Check  Cash  Traveler's Check  Credit Card (Visa, Master Card, Discover)

## 6. Visitors & Guests

• *Newport Place limits the number of guests you may have staying with you to one guest at a time; each guest with a maximum stay of 1 week; not more than 2 guests within a 2-month period. There is a \$25.00 Guest Fee that will be charged to you for utility costs. An air-bed and linens will be provided upon request for an additional Set-up & Laundry Fee of \$25.00.*

\* Do you have definite plans for visitors (friends or family) to sleep in your bedroom or studio during your stay at Newport Place?       Yes       No

If you answered "Yes" to the Visitor question above:

During which month, if known? \_\_\_\_\_

What is the length of his/her stay? \_\_\_\_\_

## 7. Referral Information

How did you learn about Newport Place?

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> School     | <input type="checkbox"/> Hostel International – San Diego                           |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Craigslist.com   |
| <input type="checkbox"/> Friend     | <input type="checkbox"/> Internet search engine (i.e. Google, Yahoo, Ask.com, etc.) |
| <input type="checkbox"/> ESLUSA.org | <input type="checkbox"/> Other  |

## 8. Confirmation Policy

- Newport Place will reply to your Housing Request within 48 hours by email.
- The reply email will be one of three types of confirmations:  
**Temporary Confirmation, Tentative Confirmation or Waiting List Application**
- When you have received a Temporary or Tentative Confirmation, you must respond before the reply date stated in the email in order to finalize or extend your reservation. If you do not contact us before the expiration date, your space will be released.
- In order to receive your **Final Confirmation**, you will be required to pay Newport Place a non-refundable **\$35 Reservation Confirmation Fee** and a refundable **\$250-\$500 Holding Deposit**.  
Your Holding Deposit will become your Security/Damage Deposit when you move into Newport Place and is refundable when you move out. The amount of the Holding Deposit is subject to change. The Holding Deposit must be paid with a credit or debit card (Visa, Master Card, Discover) or check (US banks only).
- The Holding Deposit is refundable BEFORE moving into Newport Place according to the following policies:
  - I. Refundable when Newport Place cannot provide you with a Final Confirmation.
  - II. Refundable when you cancel your Housing Request prior to receiving a Final Confirmation from Newport Place.
  - III. Refundable if you cancel at least 45 days prior to your move-in date after receiving a Final Confirmation.
  - III. Not refundable if you cancel less than 45 days prior to your move-in date after receiving a Final Confirmation.
- Once we have processed your Reservation Confirmation Fee and Holding/Security & Damage Deposit, you will promptly receive a Final Confirmation email. This email will serve as a receipt for your payment and will provide move-in instructions for your arrival and a month-to-month rental agreement. The rental agreement must be signed and returned on or before your move-in date.

Upon signing and submitting this Housing Request form, you agree to the Confirmation Policies stated above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_