



**Golden Hill Place**  
905 20<sup>th</sup> Street, San Diego, CA 92102  
Tel/Fax: 619-876-4592  
www.goldenhillplace.com

## HOUSING REQUEST FORM

- *This is only a Housing Request. You are under no obligation to accept a Housing Confirmation from Golden Hill Place.*
- *Your Housing Request can be made 12 months in advance of your move-in date.*

### 1. Contact Information

- \* First Name: \_\_\_\_\_
- \* Last Name: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* City: \_\_\_\_\_
- \* State/Province: \_\_\_\_\_
- \* Zip/Postal Code: \_\_\_\_\_
- \* Country: \_\_\_\_\_
- \* Email Address: \_\_\_\_\_
- \* Telephone: \_\_\_\_\_ US Cell phone: \_\_\_\_\_
- \* Personal Reference: \_\_\_\_\_
- \* Personal Reference'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 Golden Hill Place: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

### **3. Rental Rate & Roommate Preferences**

Select your living situation: (For apartment layouts, please refer to our [Floor Plans](http://www.goldenhillplace.com) page at [www.goldenhillplace.com](http://www.goldenhillplace.com))

- Apartment 1 - Single Occupancy
- Apartment 1 – Double Occupancy
- Apartment 2 – Single Occupancy
- Apartment 2 – Double Occupancy

**Apartment 3 – Not Available**

**Apartment 4 – Not Available**

### **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

### **4. Rent Payment Information**

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

\* Method of Rent Payment:

- Personal Check
- Cash
- Traveler's Check
- Credit / Debit Card (Visa, Master Card, Discover)

## **6. Referral Information**

How did you learn about Golden Hill 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  |

## **7. Confirmation Policy**

- Golden Hill 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 Golden Hill Place a non-refundable **\$35 Reservation Confirmation Fee** and a refundable **\$500 Holding Deposit**.  
Your Holding Deposit will become your Security/Damage Deposit when you move into Golden Hill 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 Golden Hill Place according to the following policies:
  - I. Refundable when Golden Hill Place cannot provide you with a Final Confirmation.
  - II. Refundable when you cancel your Housing Request prior to receiving a Final Confirmation from Golden Hill 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 outlined above.**

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

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

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