

## **Piedra del Sol Application 2011-2012**

Thank you for your interest at living at Piedra del Sol for 2011-2012. Review all documents carefully, as an incomplete or incorrect application will delay processing. For any questions not covered herein, the PDS staff can be contacted at 619-594-2274 or [PDS@mail.sdsu.edu](mailto:PDS@mail.sdsu.edu).

### **2011-2012 Application Timeline**

Monday, February 28<sup>th</sup>: Applications available on the housing website at

[www.sa.sdsu.edu/housing/piedra.html](http://www.sa.sdsu.edu/housing/piedra.html) <http://www.sa.sdsu.edu/housing/grad.html>

Click on the Piedra del Sol (PDS) tab. **Each person applying to the apartment must complete an individual application (contained herein). Each student whose name is proposed to be on the lease must complete a separate application.**

Monday, March 21<sup>st</sup> by 5pm: Applications due. Only complete applications are processed.

When turning in applications, these materials are to be turned in together, as a set of applications. Applications will then be reviewed and ranked according to total units/credits of the application group.

Monday, March 28<sup>th</sup>: Notification of review or rejection of applications, via e-mail. Be sure your email address on the application is current and legible.

Monday, April 11<sup>th</sup>: Notification of approval of credit check and application. Leases will be available for pick-up at the PDS Manager's or Lounge office.

Monday, April 25<sup>th</sup> by 5pm: Signed lease and first month's rent payment due by 5 p.m. to the Manager's office.

PDS Manager's Office Hours: **Monday thru Thursday 4:30 pm to 6 pm**

Lounge Office Hours:

Monday: 5 pm to 9 pm  
Tuesday: 2:30 pm to 6:30 pm  
Wednesday & Thursday: 6 pm to 10 pm  
Friday: 3 pm to 7 pm  
Saturday: 10 am to 2 pm  
Sunday: Closed

Office hours are subject to change without notice. Changes will be posted on office door, call to make an appointment at 619-594-2274 or the Lounge Office at 619-594-1350.

## Application Information

- All forms must have original signatures. No faxes or copies will be accepted.
- A complete application (all pieces filled out entirely, correctly, & legible) must be received before ANY processing will begin.
- When turning in applications, each student whose name is proposed to be on the lease must complete a separate application. These materials are then to be turned in together, as a group/set of applications. Single applications will not be considered for occupancy.
- Do not leave blanks (except on “Guarantee and Assumption...” form) - if no information put “N/A”

### A Complete Application Consists of...

1. Completed and signed application: Please fill in all blanks with pertinent information and if no information is to be provided, write “N/A” - if any fields are left blank, this may delay or prevent the approval process.
  - List units as units **completed**, NOT including the units you are currently enrolled in.
  - Give a phone number where you (not your parents) can be reached.
  - Provide both a local address and a permanent address. If you currently live in the halls, indicate that clearly on the line provided.
  - Current Employer: If unemployed or not employed in California, list your source of rent. **If receiving financial aid and/or loans, submit an unofficial copy of award letter and proof of loan activation.**
  - Rental References: If you live at home, please put “Home”. If you lived in the SDSU Residence Halls, **specify hall and room number.**
2. “Guarantee and Assumption of Tenants Obligations” Form: This form needs the signature of a parent or guardian, who can be financially responsible for the applicant for the duration of the lease.
  - Do not fill in the first line (“[Lease] dated as of...”) - Leave BLANK. **There cannot be any changes or whiteout on this form-** if a mistake is made, get a new copy **online**.
  - The second line needs to contain the name of the applicant, not the parent.
  - This form must contain original signatures (i.e., it can be faxed *out* to signers, but must be mailed back. No faxed or copied signatures will be accepted).
3. Copy of transcripts (please include): **Unofficial** is best. This is the documentation we need to show you are an SDSU student in good standing with the university.
  - *Transfer students:* Please provide proof of acceptance to San Diego State University (SDSU) in the form of a letter from the University and a copy of your (unofficial) transcripts from where you are transferring credits/units. We will only accept the number of units accepted by the University – a maximum of 90.
4. Photocopy of Identification (please include): Driver’s License and SDSU Red ID card. If you are a transfer student and do not yet have an ID card, just provide a copy of your drivers License.

2011-2012

# Piedra del Sol Application

Complete Applications can be turned in to the Management Office,  
Lounge Office or deposit box in Piedra del Sol at

**Piedra del Sol Management Office (619-) 594-2274**

San Diego State University  
5600 Hardy Avenue  
San Diego, CA 92115

**PRINT (in ink) OR TYPE ALL INFORMATION CLEARLY**

(Applications must be ORIGINAL, COMPLETE, & LEGIBLE to be Accepted - NO Faxes)

Units **completed** as of Fall 2010 –  
(DO NOT include enrolled): \_\_\_\_\_

MALE

FEMALE

\_\_\_\_\_ Date of Birth

\_\_\_\_\_ LAST NAME (Surname)

\_\_\_\_\_ FIRST NAME

\_\_\_\_\_ Social Security No.

( ) \_\_\_\_\_ Telephone Number

\_\_\_\_\_ Driver's License Number / State

\_\_\_\_\_ Red ID Number

\_\_\_\_\_ Expected Date of Graduation

\_\_\_\_\_ E-mail Address

Current Mailing Address	Permanent Address (if different)
_____	_____
_____	_____
<input type="checkbox"/> SDSU Residence Hall and Room Number: _____	_____

**PDS APARTMENT SIZE:** \_\_\_\_ Two-bedroom \_\_\_\_ Three-bedroom \_\_\_\_ Four-bedroom \_\_\_\_ *Sublease*

**PDS PREFERRED START DATE:** \_\_\_\_\_ (month)

(All Efforts will be made to accommodate your complex preferences and lease length but it cannot be guaranteed)

### OTHER APPLICANTS TO THE ABOVE APARTMENT

Applicant Name \_\_\_\_\_ RED ID: \_\_\_\_\_

Applicant Name \_\_\_\_\_ RED ID: \_\_\_\_\_

Applicant Name \_\_\_\_\_ RED ID: \_\_\_\_\_

Applicant Name \_\_\_\_\_ RED ID: \_\_\_\_\_

### CURRENT EMPLOYER

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Extension \_\_\_\_\_ How Long Employed? \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ **If unemployed**, source of rent: \_\_\_\_\_

**RENTAL REFERENCES**

(Please list most recent first. If you live at home, please put "Home". If you've lived in the SDSU Residence Halls, specify if desired)

Title/Location \_\_\_\_\_ Address \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ How long? \_\_\_\_\_

Title/Location \_\_\_\_\_ Address \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ How long? \_\_\_\_\_

Current SDSU Residence Hall and Room Number: \_\_\_\_\_

**•IMPORTANT•IMPORTANT•IMPORTANT•IMPORTANT•IMPORTANT•**

**Note that this application does not make a "complete application." Additional materials include:**

- \* **Guarantee and Assumption of Tenants Obligations" form-Must be original signature signed by a parent or guardian. Please leave top "dated as of" space blank.**
- \* **Copy of SDSU unofficial transcripts or SDSU acceptance letter and transcripts from transferring institution**
  - **Copy of Red ID card and current Drivers License**
  - **\$32 credit check fee (A check made payable to 'SDSU') unless currently live in SDSU Halls**
  - **Letter stating "I give SDSU OHA permission to review my judicial conduct" signed with your RED ID number**
  -

Should the application for Piedra del Sol / Villa Alvarado known as "The Apartment" residency be conditionally accepted by the Landlord, within 10 business days following additional conditions will be met by the residents: (1) all Residents proposed to reside in the subject THE UNDERSIGNED RECOGNIZES THAT AS A PART OF THE LANDLORD'S PROCEDURE FOR PROCESSING THIS APPLICATION. AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION MAY BE OBTAINED THROUGH CREDIT REPORTING AGENCIES AND PERSONAL INTERVIEWS WITH NEIGHBORS, FRIENDS AND OTHERS WITH WHOM THE UNDERSIGNED MAY BE AQUAINTED. IT IS ALSO UNDERSTOOD THAT THE STAFF OF STUDENT RIGHTS AND RESPONSIBILITIES ON THE SAN DIEGO STATE UNIVERSITY CAMPUS MAY DISCLOSE INFORMATION REGARDING THE UNDERSIGNED'S DISCIPLINARY RECORD. THIS INQUIRY INCLUDES INFORMATION AS TO UNDERSIGNED'S CREDIT, CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING.

**"The above resident application information, to the best of my knowledge, is true and correct."**

X \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature

***OFFICE USE ONLY***

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

**Received by:** \_\_\_\_\_

Completed Application

Credit Check Fee Attached ( \$32.00 ) or Currently living in \_\_\_\_\_ hall.

**COMPLETED**

