



# SUNY DOWNSTATE Medical Center

**HOUSING APPLICATION  
TRANSIENT GUEST HOUSING**

**Office of Residential Life and Services  
811 New York Avenue  
Brooklyn, New York 11203  
(718) 270-1466  
(718) 270-1467 (fax)**

**Biographical Information:**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Sex: \_\_\_M\_\_\_F

Mailing Address: Street: \_\_\_\_\_  
Apt: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Bus: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**Sponsoring Program:** \_\_\_\_\_ Visiting Student 4<sup>th</sup> Year electives through Office of the Registrar  
\_\_\_\_\_ Other(Please Specify): \_\_\_\_\_  
\_\_\_\_\_

**Hospital:** \_\_\_\_\_ University Hospital Downstate Medical Center  
\_\_\_\_\_ Kings County Hospital

**Department:** Dept Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Ext: \_\_\_\_\_ Box: \_\_\_\_\_

**Billing:** \_\_\_\_\_ Self \_\_\_\_\_ Department **Linens required:** \_\_\_Yes \_\_\_No

**Requested Dates:**  
Arrive: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Depart: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Requested Type, if Transient Guest room is not available.:**  
\_\_\_\_\_ Studio-Single Occupancy  
\_\_\_\_\_ Studio-Double Occupancy  
\_\_\_\_\_ Standard-Single Occupancy  
\_\_\_\_\_ Standard-Double Occupancy

Our office receives a large number of requests for transient guest housing. It is important that you review this application to ensure that all the information you provided is accurate, legible and complete. In addition, please be certain that you have written the exact dates for which you are requesting housing. Unless all the information requested above is provided, our office will not be able to process your request.

All guests must provide us with their credit card information. Payments cycles are found in the transient application. Guest failing to comply with their invoice payment schedule will be automatically charged through the credit card authorization form given at time of check-in. Visa, MasterCard, and Discover cards are accepted.