

# Transient Guest Application

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:** **Requested Type:**

Arrival date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ Studio-Single Occupancy \_\_\_\_\_ Studio-Double Occupancy

Departure date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ 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.



SUNY Downstate  
Residential Life &  
Services

## Transient Guest Guide & Application



Residential Life & Services  
811 New York Avenue  
Brooklyn, NY 11203  
Tel- 718-270-1466

[http://sls.downstate.edu/residential\\_life/](http://sls.downstate.edu/residential_life/)

## THE RESIDENCE HALLS

SUNY Downstate Medical Center maintains two residential facilities for full-time students. The Office of Residential Life and Services may provide **temporary** housing for eligible members of the faculty, staff, and visiting students.

### ELIGIBILITY REQUIREMENTS:

A transient guest will be eligible for on-campus housing under the following conditions:

- They are associated with the Downstate Medical Center in a direct capacity. This includes full-time employees, or guests sponsored by a department.
- There are guestrooms available.
- If there are no guestrooms available and there are student apartments available and no full-time students on the waiting list for housing.

### HOUSING OPTIONS:

Short-term transient guest are usually assigned to first floor guest rooms. When first floor rooms are not available, transient guest may be assigned to student rooms upon availability. Long-term transient will be assigned to open student rooms.

All student rooms and apartments are furnished with a bed, desk, dresser and closet per occupant. Each residence hall has a laundry room in the basement.

### RESIDENCE HALL TRANSIENT GUEST RATES:

Listed below are the residence hall rates for transient guests. These rates are in effect from July 1, 2016 - June 30, 2017.

<b>Occupancy Level</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Transient Guest/Single	\$62.00	\$346.00	
Transient Guest/Double	\$31.00	\$173.00	
Studio/Single	\$66.00	\$369.00	\$1550.00
Studio/Double	\$31.00	\$189.00	\$775.00
Standard Single	\$55.50	\$312.00	\$1170.00
Standard Double	\$28.00	\$161.00	\$605.00
Two bedroom suite			\$1060.00

\*Double occupancy is defined as a room with 2 beds and may have an existing roommate living or assigned to the room.

### PAYMENT:

Transient Guest will receive a bill, lease agreement and credit card authorization form prior to arriving. Rooms are assigned on a first come, first served bases. The lease agreement and credit card authorization form must be returned in order to complete your reservation process. Rooms will not be held or reserved until all forms are received completed. Guest will not be allowed to check-in without making payment.

Transient Guest staying for a week or less must make payment in full upon arrival.

For example, a guest staying for five days in a standard single (\$55.00 per day) would pay upon arrival the full amount of \$275.00 (5 days x \$55.00 per day = \$275.00).

Transient Guest staying for more than one week will be required to pay one week rent upon arrival. Transient Guest must then pay their next weeks rent, prior to the start of the week.

For example, a guest staying for 12 days in a standard single would pay \$312.00 (7 days stay = one week) upon arrival and at the end of the week would pay \$275.00 (5 days x \$55.00 per day = \$275.00) for the remaining days of stay. At any time, a guest may pay their total invoice for their stay.

Transient Guest staying for a month or more will be required to pay one month upon arrival. Transient Guest will then be responsible for payment in accordance with the process contained in this section.

For example, a guest staying six weeks in a standard single would pay \$1,170.00 upon arrival for 4 week = one month and at the end of the month would pay each week \$312.00. At any time, a guest may pay their total invoice for their stay.

NOTE: If a Downstate Medical Center department responsible for paying your rental obligation, the department must confirm this arrangement in advance.



### REQUESTS FOR ACCOMMODATIONS

To reserve or request a room you should:

- Submit a Transient Housing Application to the Office of Residential Life and Services when your travel plans are finalized.
- Forward to the Office of Residential Life and Services all documentation confirming your eligibility for on-campus housing. This may be a copy of your appointment letter or a letter from your sponsor.

### APPLICATION CONFIRMATION:

- Rooms are assigned on a first come, first serve basis.
- Upon receipt of your application, you will be offered the type of space requested. If the type of space you have requested is not available, you will be offered the best available space.

### RESIDENCE HALL COUNCIL ACTIVITY FEE:

Transient guest staying one month will be required to pay the Residence Hall Council Activity Fee for one semester (\$10). Any guest staying more than three months will be assessed the academic year charge (\$20). Because this is a Student Activity Fee, this fee must be paid separately from the room charge. It can only be paid for in cash or by check. Checks should be made payable to SAF 6821.

### FURTHER QUESTIONS?

#### CONTACT:

**Office of Residential Life and Services**  
450 Clarkson Ave, Box 115  
Brooklyn, NY 11203-2098  
Phone: (718) 270-1466  
Fax: (718) 270-1467  
Email: [ResidentialLife@Downstate.edu](mailto:ResidentialLife@Downstate.edu)

