



APARTMENT AND SHARED HOUSING PLACEMENT PROGRAM
COLLEGE OF SAN MATEO AND CAÑADA COLLEGE STUDENTS

ISP offers students the opportunity to live in apartment units. Students will share a bedroom and bathroom with another student. There are typically between 2 to 6 students living in each unit.

- One-time placement fee of \$350 per resident
- \$1400 per resident per month
- \$250 cleaning fee/damage deposit (\$50 will be retained for cleaning and \$200 will be returned at the end of your term provided that no damage or cleaning is necessary)
- Shared bedroom
- Fully furnished: bed, desk, lamp, kitchen dishes, pots, pans
- Kitchen use

Payment Terms: All students must prepay the placement fee, airport pickup (if requested), the deposit and cleaning fee with the completed application. The monthly rent will be billed upon receipt of the application and must be prepaid 21 days before arrival. Shared housing may be co-ed and students must be comfortable living with the opposite gender. The shared housing units are within a 30-60 minute bus ride to school.

LEASE OPTIONS

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| <ul style="list-style-type: none"> <input type="radio"/> August 1-December 31 (5 months) <input type="radio"/> January 1-May 31 (5 months) | <ul style="list-style-type: none"> <input type="radio"/> August 1-May 31 (10 months) <input type="radio"/> August 1-July 31 (12 months) |
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APPLICATION PROCEDURE

- Complete the ISP Shared Housing/Apartment Application and include a recent, smiling photograph.
- Sign and complete the Shared Housing/Apartment Guidelines included in the application.
- If your application is sent to ISP within 21 days of your arrival date, there is a late fee of \$75.

Fees That Are Paid by Credit Card	Fees That Are Billed To Student
\$350 Placement fee	•For 5 month leases starting 8/1: \$7000.00 due Aug 1
\$120 Airport Pickup fee (if requested)	•For 5 month leases starting 1/1: \$7000.00 due Dec 1
\$75 Late fee (if applicable)	•10 month leases will be billed at in two installments on Aug 1 and December 1 for \$7000.00 each totaling \$14,000.00
\$250 Cleaning fee/Damage Deposit	•For 12 month leases starting 8/1: \$8,400.0 due Aug 1 and Dec 1

- Email or fax your completed application, including the Shared Housing/Apartment Guidelines to:

International Student Placements
 199 First Street #305
 Los Altos, California 94022 U.S.A.
 fax: +1 650-948-1105 • email: office@isphomestays.com

INTERNATIONAL STUDENT PLACEMENTS



APARTMENT PLACEMENT AND SHARED HOUSING GUIDELINES

Please initial each section indicating that you agree and understand the ISP Apartment/Shared Housing policies.

Please check ✓

Payment

ISP pays your landlord monthly for your rent for you during your lease term. At no time may students contract personally with their landlord for future lease agreements.

Excess utility charges may be imposed to students. If you are planning a weekend, week, or month away from the unit, you are not given rent credit for time you are away. This includes traveling during school vacations. In the event that you need to vacate your unit earlier than originally planned, no rent refunds are granted.

Meals/Food

You will be providing your own food and doing your own food preparation in your unit. All units come with kitchens and will be furnished with pots/pans, utensils, plates, etc. All occupants must clean up after themselves. This includes washing dishes, clearing counters, and putting dishes away. Because of insects, food is not to be stored in the occupant's bedroom. Only residents can use the kitchen. Guests or visitors are not allowed to do so.

The refrigerator is for everyone's use. Please be sure to remove unused and spoiled foods in order to maintain cleanliness. You are responsible for cleaning up, turning off hot plates, faucets, etc. Cooking is only allowed in the kitchen area. No cooking is allowed in the bedrooms at any time.

Internet/Communication

Students must have a cell phone, as phones are not available for general use.

Internet will be available to all students and is included in the payment.

Bus

All students will be placed in units within a 30-60 minute bus ride to school. ISP will make sure students do not transfer the bus more than one time. The bus system in California is not reliable and students must be aware of this. Students may not request early termination or a shared housing unit moved based on location or long bus rides.

Lease Terms

Your lease dates will be finalized in your housing placement email. Students may not move in before the lease start date nor do they receive rent credit if they move in after the lease start date. Students who arrive earlier than their lease start date may stay in a hotel before moving in.

Personal Space

You must take good care of the Shared Housing Unit/Apartment, including all furniture and appliances. You will be financially responsible for the costs of all repairs resulting from your stay in the unit.

Roommates must work together in order to have a space where you both feel comfortable. Communication is essential. Please maintain your space and clean it at least every two weeks.

Nails, staples, pins, picture hangers, and stick-ons are not permitted on walls and wooden surfaces. Clotheslines should not be hung in the bedrooms or public areas. Landlords will have access to your living space for repairs, emergencies, security, and maintenance at all times. **All students must do 1 hour of housework each week to contribute to the general upkeep of the home. If students do not clean their room and common area, a monthly fee may be imposed.**

Guests

Each unit will have different guidelines regarding guests. There are no parties allowed in the units. **Guests are required to leave the units at 10 p.m. and no overnight guests are allowed.** Quiet hours are between 10 pm-7 am.

Cancellations

Students may cancel their placement in the Shared Housing/Apartment Placement program at any time during the lease, however there is no refund of rent, including if the student doesn't like the unit or roommates.

Main Office:
International Student Placements
199 First Street, Suite 305
Los Altos, California 94022 U.S.A.
www.isphomestays.com

tel +1-650-947-8879
fax +1-650-948-1105

facebook:
 facebook.com/ISPHomestays

twitter:
 twitter.com/ISPHomestays

Possessions

Be very careful to lock your door when you are not in the unit. Neither ISP nor the landlord are responsible for your belongings. Portable heaters/electric blankets/fans are not allowed without permission from the landlord. Student bedrooms will not be the same size and will be assigned as the students arrive to the unit in August. There is no fee reduction for smaller bedrooms.

Laundry

Washers and dryers are available for your use in the unit and all residents will follow a schedule for usage. If you must hand wash clothing, make sure to hang it in an area that is not obtrusive to other occupants. You will purchase your own laundry detergent, toilet paper, and personal items.

General Conduct/Placement

- All students **MUST** make every attempt at cohabitating peacefully with other residents.
- Students may end their contract early but no fees or rent will be refunded.
- Personal belongings left behind after checkout will be stored for 5 days and then disposed of.
- Students must work out a bathroom schedule amongst themselves. Showers may not exceed 10 minutes in length. California is in a drought.
- Bikes may be parked in designated areas only.
- No pets are allowed on the premises. Landlords may have pets.
- Occupants will not disturb landlords who live on site except for emergencies.
- PLEASE NOTE THAT THE LANDLORD AND ISP MAY TERMINATE THE HOUSING AGREEMENT AT ANY TIME AND ASK YOU TO LEAVE IMMEDIATELY AT YOUR EXPENSE IF ANY OF THE SHARED HOUSING UNIT RULES ARE VIOLATED OR IF YOU HAVE VIOLATED ANOTHER RESIDENT OF YOUR LIVING UNIT. IF THE LANDLORD OR ISP TERMINATES THE HOUSING AGREEMENT, ISP WILL NOT SEEK ALTERNATIVE HOUSING FOR YOU. IF YOU FAIL TO GET ALONG WITH OTHER OCCUPANTS IN THE SHARED HOUSING UNIT, YOU MAY BE ASKED TO LEAVE IMMEDIATELY. IN THIS CASE, ISP WILL NOT REFUND ANY UNUSED RENT OR YOUR DEPOSIT.
- If students cause damage to the shared housing in excess of \$250.00, each student will be billed and ISP will charge your credit card on file with our office.
- No smoking is allowed in or around the unit.
- Alcohol consumption is strictly prohibited in the units. Failure to adhere to this will result in eviction.

Privacy

As required by law, the landlord may enter the tenant's room only for the following reasons: (a) in case of emergency; (b) to make decorations, or improvements, supply necessary, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workers, or contractors; (c) when the tenant abandoned or surrendered the premises; or (d) pursuant to court order.

Student Personal and Health Insurance

Students are responsible for providing their own insurance in the event that any injury or any act of damage (such as property damage or physical harm) occurs to or is caused by the student. ISP and its representatives are not liable for any of the above.

Departure and Deposit

In order to receive your security deposit back, you must make sure that your room is clean and that no damage has been done to your bedroom and unit. The deposit will be returned within 30 days of departure if the Shared Housing Unit is left clean and in good condition. **The deposit will not be returned if you are evicted.** ISP has the final say if there is a dispute regarding the deposit return amount. Prior to departure, please remember the following:

- Clean your bedroom and leave it in the same state as you found it the first day you moved in. Vacuum, dust, move furniture back to its original location, remove things from the walls, etc. Check to be sure that you take all items with you.
- Make sure the bathroom is clean. Remove all of your items from the cabinets. The bathroom should also look like it did the day you moved in.
- Go to the post office and complete a Change of Address card.
- Leave the unit key and a forwarding address/phone number with your landlord and ISP. Inform your school of your new address.
- All students must have a formal check out with the ISP staff.

Warranty and Remedies

STUDENT WARRANTS THAT: 1) THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE AND ACCURATE; 2) STUDENT IS NOT A SEX OFFENDER; 3) STUDENT HAS NOT BEEN CONVICTED OR EVER ACCUSED OF ANY CRIME, OR HAS NOT BEEN UNDER FOR PSYCHIATRIC EVALUATION OR CARE FOR THE PAST 5 YEARS. ISP WARRANTS THAT: 1) IT WILL REVIEW THE APPLICATION SUBMITTED BY STUDENT; 2) IT WILL TAKE INTO CONSIDERATION ALL REQUESTS MADE BY STUDENT WHEN PLACING STUDENT. THE PARTIES MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THE WARRANTIES EXPRESSLY SET FORTH THIS SECTION.

Media/Photo Release

Student grants ISP and its representatives the right and permission, with respect to photographs, videos, or any media taken of the student and with respect to any printed matter in connection therewith to include them in any advertising, publicity, and promotion thereof. Student authorizes ISP to use his/her name in connection with the foregoing. Student releases, discharges, and agrees to indemnify and hold harmless ISP and its representatives from all claims and demands whatsoever arising out of or in connection with the foregoing, and waive any right to inspect or approve the same.

Conflict Resolution

Each housemate will strive to develop mutual cooperation with all other housemates. Should disagreements arise, each shall try to resolve the dispute in good faith using clear communication. If disputes continue thereafter, the housemates agree to the mediation by impartial third party.

Keys

In the event that keys are lost and must be replaced, ISP will charge \$40 per key.

Indemnification

STUDENT UNDERSTANDS THAT LANDLORD IS NOT AN EMPLOYEE OR AGENT OF ISP AND THAT ISP HAS NO CONSTRUCTIVE CONTROL OF LANDLORD'S BEHAVIOR OR OTHER OCCUPANTS OF THE HOME. STUDENT UNDERSTANDS THAT THE INFORMATION PROVIDED BY ISP ABOUT THE LANDLORD IS NOT A PERFECT PREDICTOR OF HOW LANDLORD OR HOUSEMATES WILL ACT IN THE FUTURE. STUDENT UNDERSTANDS THAT ISP CANNOT CONTROL OR GUARANTEE THE BEHAVIOR OF LANDLORD OR OTHER HOUSEMATES. STUDENT ASSUMES ALL RISK ASSOCIATED WITH INJURY OR LOSS ARISING FROM THE BEHAVIOR OF LANDLORD AND HOUSEMATES. STUDENT RELEASES ISP AND LANDLORD OF ANY LIABILITY FOR ANY CLAIM OF INJURY, DEATH, PROPERTY DAMAGE OR OTHER LOSS. STUDENT WILL NOT INSTITUTE A CLAIM AGAINST ISP AND WILL RELEASE AND HOLD ISP FOREVER HARMLESS FOR ANY AND ALL CLAIMS ARISING FROM THE BEHAVIOR OF LANDLORD. I AGREE TO HOLD ISP AND MY ISP AIRPORT DRIVER HARMLESS IN CASE OF AN AUTO ACCIDENT WHILE BEING TRANSPORTED TO AND FROM THE AIRPORT.

Governing Law

The parties agree to file any dispute regarding this Agreement in Santa Clara County, California Superior Court, and that any case will be determined using California law.

ISP Coordinator

Please note that the role of your ISP coordinator is to make sure your stay is smooth and successful. If you have questions about bus schedules, phone installation, area resources, etc., please ask your coordinator. Landlords have limited information about these items and should only be disturbed for emergencies. ISP has the right to move new students into the Shared Housing/Apartment unit without consent of the existing residents.

I have read and understand the Shared Housing/Apartment Guidelines. I understand that, if I violate the guidelines, I may be evicted and asked to leave the unit immediately at my own expense, ISP will not provide me with an alternative living arrangement, any money I have paid for rent will not be refunded, and I will forfeit my deposit.

STUDENT:

Signature: _____

Print Name: _____

Print Date: _____

INTERNATIONAL STUDENT PLACEMENTS

By: _____

Name: _____

Title: _____

Date: _____