

**APPLICATION FOR RESIDENCE
PENN GUEST APARTMENTS AT THE LEFT BANK**

Please read carefully:

I understand that this application will not be considered complete and therefore will not be processed until Conference Services has received the following items:

- A complete, signed application representing my acceptance of all terms and conditions of occupancy.
- A letter of sponsorship from my host department.
- Receipt of security deposit and first month's rent

I understand that any cancellation before occupancy must be made in writing (faxes are acceptable), received by Conference Services 21 days prior to move in, and is subject to a cancellation fee of \$500.00.

I understand that if my written cancellation is not received 21 days prior to move in, the cancellation fee will be equal to my security deposit or \$500.00, whichever is greater.

I understand that if my University affiliation is terminated before the anticipated date of lease termination, housing arrangements and agreement can be dissolved at the discretion of Penn Tower Hotel, Inc.

I understand that I must return my apartment key(s), security card, and mailbox card to the Left Bank by 10 a.m. on check out day. I understand that failure to vacate my room and return my keys by 10 a.m. will result in late move out fees, determined by Penn Tower Hotel, Inc.

I have read the Guest Apartment Policies and Procedures stated here.

I understand that this agreement is subordinate to terms and conditions of the Rules and Regulations of the Left Bank as well as terms and conditions of the lease agreement between the Penn Tower Hotel, Inc. and the Left Bank.

My signature below verifies that I have read, understood, and agree to abide by the policies and conditions stated in the Guest Policies and Procedures, the Left Bank Rules and Regulations (these will be sent to you when you speak with Conference Services regarding availability), and the Application for Residence.

Signature

Date

Penn Tower Hotel, Inc. and Conference Services

**LEFT BANK GUEST APARTMENTS
POLICIES AND PROCEDURES
Effective July 1, 2008**

The following policies govern the VIP guest apartments, located at the Left Bank, 3131 Walnut Street, Philadelphia, Pennsylvania 19104. These units are leased and administered by Penn Tower Hotel, Inc. through Conference Services at the University of Pennsylvania.

DESCRIPTION

The University of Pennsylvania offers two luxury apartments at the Left Bank for short term and extended stay use. Directly adjacent to the University of Pennsylvania campus, both apartments are located on upper floors with south facing views. Each apartment has one bedroom, a living room, a loft, kitchen, and bath and is fully furnished and carpeted. Linens, dishes, kitchen utensils, and appliances are provided. Additional complimentary amenities include basic cable TV, parking (1 space per unit), and utilities.

In addition to the services included through the guest apartment rental relationship, the Left Bank also offers a variety of facilities and services to residents. Tenants may avail themselves of group meeting space and other services on a for-fee basis paid directly to the Left Bank Leasing Office at 215-222-5400.

Telephone service and Internet service are not provided in these units. Tenants interested in these services may contact the following providers:

Telephone service: Verizon 800-660-2215
Internet service: Comcast Cable 215-581-6100

ELIGIBILITY

The guest apartments are available for use by visitors or guests affiliated with the University. Visiting researchers and scholars, consultants, and new appointees meet this eligibility requirement. A letter from the sponsoring department certifying the applicant's affiliation should be submitted with the application to Conference Services.

AVAILABILITY

Availability and reservations are confirmed upon receipt of completed application and appropriate deposit. Rental periods can be extended based on availability. Specific room requests are not guaranteed.

TERM OF RESIDENCE

The Left Bank guest apartments are available for a minimum of one month and are subject to a mutually agreed upon lease termination date at the time of application. Check-in is scheduled after 5 p.m. on date of arrival and checkout is scheduled for 10 a.m. on your lease termination date. Any arrival requiring transport of large pieces of equipment or furniture or other cargo must be scheduled during Left Bank move in times and days and arranged through Conference Services at least one week prior to move in.

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DEPOSITS/RENT SCHEDULE/CANCELLATION/EARLY TERMINATION

Cancellation before occupancy must be made in writing and received by Conference Services 21 days prior to move in, and is subject to a cancellation fee of \$500.00. Cancellations received within 21 days of move in and no-show-cancellations forfeit the entire security deposit or \$500.00, whichever is greater.

A payment of first month's rent and a security deposit (security deposit is based on the proportion of a month's rent that your total stay is to one year) must accompany the application. These payments, which must be received before a guest moves in, reserve the apartment. Security deposits are refundable pending move out inspection and may not be applied to last month's rent. Security deposits will be refunded 30 days after vacating, provided tenant has upheld all responsibilities described in this document.

METHOD OF PAYMENT AND DUE DATE FOR RENT

Except for the first month's rent and security deposit, rent is due on the fifth of every month, starting with the second month of residence. Invoices will be sent and these should be forwarded with your payment. Payments not received by the fifth of the month will be charged a late payment fee of 1.5% of the monthly rent. Acceptable forms of payment (USD) include: International Postal Money Order, check drawn from an U.S. bank, and traveler's checks. If you are a Penn employee and subleasing this unit as part of a relocation, payment must be made through Employee Transfer Corporation, Penn's sole source provider for customized relocation services. Please visit the Human Resource's website at: <http://www.hr.upenn.edu/recruitment/hiringofficer/relocation.asp>.

Checks are to be made payable to **Penn Tower Hotel, Inc.** and mailed to:

**Division of Business Services
University of Pennsylvania
Suite 440A, 3401 Walnut Street
Philadelphia, PA 19104-6228
ATTN: PTHI – LB Units**

Sponsoring departments will be held liable for non-payment after 2 months of non-payment from the tenant.

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NOTIFICATION OF TERMINATION OF LEASE

Residents under lease agreement of greater than six months are required to give sixty-day notice of intent to relocate. Residents under lease agreement of less than six months are required to give thirty-day notice of intent to relocate. Notice must be made in writing to Conference Services and either faxed to 215-573-8452 or mailed to the address listed below. Failure to give appropriate notice will result in forfeiture of security deposit.

TAXABILITY

If temporary housing is being paid by a department on behalf of an employee, visiting professor, etc., the cost of such is taxable to the individual as additional compensation. Payments to an employee of wages, benefits, or awards must be properly reported on Form W-2. Alternatively, payments to a non-employee should be reflected on Form 1099. If a department wishes to reimburse an employee for temporary housing at the Left Bank, the reimbursement must be made directly to the individual through the Payroll Department either via the payroll system as an ALA (allowance) distribution line or on an additional pay form as an ALA. Those departments wishing to 'gross up' the reimbursement must contact the Payroll Department for calculation of the gross up amount prior to submitting the payment. If a department wishes to reimburse a non-employee for temporary housing, the reimbursement must be made through Accounts Payable via a C-Form with appropriated backup documentation including but not limited to Form W-9.

Use of The Left Bank Apartments must be contracted directly with the employee and is not to be used for short-term stays (under 30 days).

If you have any questions regarding the above, please contact MaryAnn Piccolo at 215-898-8967 (mpiccolo@pobox.upenn.edu) or Terri Pineiro, at 215-898-1443 (pineiro@pobox.upenn.edu).

RESTRICTIONS

Guests in Penn's Left Bank Guest Apartments are subject to terms and conditions of the Left Bank lease and the Left Bank Rules and Regulations. The Rules and Regulations will be provided along with the agreement in hard copy form. For further information about the University's guest apartments at the Left Bank, please contact:

**Conference Services
Stouffer Commons
3702 Spruce Street
Philadelphia, PA 19104-6027
Telephone: (215) 898-9319
Fax: (215) 573-8452
Email: confsvcs@exchange.upenn.edu**