TERMS FOR RESIDENCE FOR AT THE 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 Hospitality Services has received the following items:

- A complete, online application representing my acceptance of all terms and conditions of occupancy.

- A letter of sponsorship from my host department.

I understand that any cancellation before occupancy must be made in writing, received by Hospitality Services 21 days prior to move in, and is subject to a cancellation fee of $500.00.

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 Hospitality Services.

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 Hospitality Services.

I understand that I will be financially responsible for any damage done to the unit.
I have read the Guest Apartment Policies and Procedures stated here and I understand that this agreement is subordinate to terms and conditions of the Rules and Regulations of 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 Apartment Policies and Procedures, the Left Bank Rules and Regulations (these will be sent to you when you speak with Hospitality Services regarding availability), and the Application for Residence.

Signature

Date
LEFT BANK GUEST APARTMENTS POLICIES AND PROCEDURES

Effective January 1, 2016
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 Hospitality 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), internet access 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, please call the Left Bank front desk at 215-222-5400 and your call will be redirected accordingly.

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 Hospitality 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 Hospitality Services at least one week prior to move in.
Upon your arrival you should find your loft clean and complete with the following amenities:

- Cable television in the living room
- Secure garage parking (one space per apartment)
- Washer/dryer in apartment
- Cookware, dishes, glassware
- Clock radio with alarm
- Luxurious 100% cotton linens
- Hair dryer, iron, ironing board in closet
- Internet/Ethernet Cable is provided

If your loft is not clean or is missing any items please contact us at 215-898-9319. Note: You will be financially responsible for damage done to the loft and/or the items in the loft.

**DEPOSITS/RENT SCHEDULE/CANCELLATION/EARLY TERMINATION** Cancellation before occupancy must be made in writing and received by Hospitality 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 sum of $500.00.

The deposit, which must accompany the application (once Hospitality Services has confirmed availability), is two full months’ rent or the full payment for stays shorter than two months. This deposit holds the room and is eventually applied towards the first and last month’s rent of the guest’s stay. Thereafter, rent is due on the 1st or the 15th of every month for the following month(s). For occupancy of any part of a week, a full week’s rent will be charged.

**METHOD OF PAYMENT AND DUE DATE FOR RENT**
Acceptable forms of payment (USD) include: credit cards, University Journal Entry, International Postal Money Order, checks drawn from a U.S. bank, traveler’s checks, and wire transfers. Checks, money orders and traveler’s checks are to be made payable to Trustees of the University of Pennsylvania and mailed to Hospitality Services, Attn: Katie Xhori, Stouffer Commons, 3702 Spruce St, Philadelphia, PA 19104-6027.

Rent is charged on the 1st or 15th of every month, starting with the first month of residence. Payments not received by the 15th of the month will be charged a late payment fee of 1.5% of the monthly rent.

If you are a Penn employee and subleasing this unit as part of relocation, payment must be made through Sirva Relocation, 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.aspx](http://www.hr.upenn.edu/recruitment/hiringofficer/relocation.aspx)

**NOTE:**
There is an additional $35 bank-imposed fee for wire transfers. Please contact Hospitality Services prior to initiating a wire transfer for instructions and the appropriate account number. $35 will be applied to your account for checks written against insufficient funds. Sponsoring departments will be held liable for payment after 2 months of non-payment from tenant.
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 in writing. Residents under lease agreement of less than six months are required to give thirty-day notice of intent to relocate in writing. Failure to give appropriate notice will result in forfeiture of $500.00.

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 taxation/compensation, please contact MaryAnn Piccolo at 215-898-8967 (mpiccolo@upenn.edu)

We look forward to welcoming you to Penn!

Hospitality Services
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