

**Fee Based Guaranteed Apartment Application**  
 - Applications must be submitted AT LEAST 2 months PRIOR to preferred move in date -

**1 YEAR LEASES ONLY**

**- \$300 placement fee required -**

Application must be submitted AT LEAST 2 months PRIOR to preferred move in date. Leases are 1 year. Please answer ALL questions and print answers CLEARLY:

Surname (as printed on passport) \_\_\_\_\_ First (Given) Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Male:  Female:   
 (month/day/year)

Complete Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

What is your native language? \_\_\_\_\_ Other languages spoken: \_\_\_\_\_

What is your English speaking level?  High  Medium  Low

**Arrival Information:**

Date of Arrival: \_\_\_\_\_ Time: \_\_\_\_\_ Airline: \_\_\_\_\_  
 Flight Number: \_\_\_\_\_ Airport: \_\_\_\_\_ Preferred Move in Date: \_\_\_\_\_

**Furnished Apartment Options & Prices (prices are subject to change)**

- Plans -	Security Deposits	Monthly Fee	Single Room	Shared Room
Plan A: Studio	\$900	\$1332.64	\$1332.64	\$666.32
Plan B: 1 bedroom 1 bathroom	\$900	\$1482.64	\$841.32	\$641.32 Semi private (living room)
Plan C: 2 bedroom 1 bathroom	\$900	\$1750.60	\$875.30	\$437.65 each
Plan D: 2 bedroom 2 bathroom	\$900	\$1943.56	\$971.78	\$485.89 each

**\*BROOKSIDE APARTMENTS ARE NON-SMOKING. ALL SMOKING MUST BE DONE OUTSIDE**

**\*PRICES DO NOT INCLUDE UTILITIES: WATER, GARBAGE, CABLE, OR ELECTRICITY (\$105 - \$200 per month depending on preferred package) not including potential security deposits**

**Preferred living arrangement (REQUIRED):**

Rank each apartment option as your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice (one choice per rank):

- \_\_\_\_ PLAN A:  single  shared  
 \_\_\_\_ PLAN B:  single  shared  
 \_\_\_\_ PLAN C:  single room  shared room  
 \_\_\_\_ PLAN D:  single room  shared room

**Fee Based Guaranteed Apartment Application**

- Applications must be submitted AT LEAST 2 months PRIOR to preferred move in date –

**1 YEAR LEASES ONLY**

**- \$300 placement fee required -**

---

**\* All efforts will be made to secure your first choice, but final arrangements are dependent on availability  
STUDENTS ARE REQUIRED TO LIVE IN THEIR APARTMENTS FOR AT LEAST 3 MONTHS (NO REFUNDS ARE GRANTED TO STUDENTS WHO LEAVE PRIOR)**

**BROOKSIDE OFFICE HOURS: Monday – Friday 10am-6pm and Weekends 10am-5pm. If you arrive outside of normal office hours you will need to stay at a nearby hotel and return when the office opens the next day. The closest hotel which DVC and IEC@DVC also have a partnership with is:**

**Crowne Plaza Concord  
45 John Glenn Drive  
Concord, CA 94520**

**PAYMENT INFORMATION:**

The placement fee is \$300.00 non – refundable and can be paid by check, money order, or money transfer via Western Union ([www.westernunion.com/info/selectCountry.asp](http://www.westernunion.com/info/selectCountry.asp) ). Checks & money orders must be made payable to: Brianna Webb.

**If paying via Western Union enter MTCN (Money Transfer Control Number) below:**

**MTCN: \_\_\_\_\_**

**ATTENTION: If you are a College Year in California applicant the placement fee is included in your package price.**

---

**I verify to the best of my knowledge that the information on this form is true and complete in detail.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

(If student is under 18)

\_\_\_\_\_  
Date

**Please submit completed applications by mail or scanned email attachments to:**

**Mailing address: 4280 Ridge Drive Pittsburg, CA 94565**

**Email: [briannawebb44@aol.com](mailto:briannawebb44@aol.com)**

**PLEASE READ CAREFULLY:**

**Fee Based Guaranteed Apartment Application**  
**- Applications must be submitted AT LEAST 2 months PRIOR to preferred move in date -**

**1 YEAR LEASES ONLY**

**- \$300 placement fee required -**

---

- Prior to taking residence at Brookside Apartments, students are **REQUIRED** to pay a \$500 security deposit which can only be paid by local check or money order. Students cannot take residence until this fee has been paid. Upon arrival at Brookside, students must report to directly to the Brookside Leasing Office during regular office hours to 1) sign lease agreement 2) pay their 1<sup>st</sup> month's rent which can be paid by check, money order, MasterCard or Visa
  
- Placement does not include: assistance with internet, cable set-up or electricity set up, U.S. bank accounts, or car rental/purchasing
  
- Prior to arrival and taking residence at Brookside, students are **REQUIRED** to pay a \$400 furniture deposit and first month's furniture rental fee directly to CORT furniture rental. This fee is to be paid by credit or debit card AT LEAST 48 hours prior to furniture delivery, and the card information indicated on the furniture application. The credit card account number provided will also be placed on an automatic payment plan and charged monthly for the rental fee. Students cannot take residence until this fee has been paid.
  
- If there are any concerns in regard to lease agreements, monthly fees, living quarters, or apartments in general, students must contact the Brookside Community Manager, **Ms. Natalia Barcy** directly.
  
- If any disagreements arise between renters/roommates that cannot be settled through direct discussions, renters must contact the Brookside Community Manager, **Ms. Natalia Barcy** directly: (925) 682 – 2424 email: [brookside@braddockandlogan.com](mailto:brookside@braddockandlogan.com)
  
- If there are any concerns in regard to apartment furnishings, rental agreement, monthly fees, and/or furnishings in general, students must contact CORT Furniture Rental consultant, **Ms. Iuliana Neagu** directly: (925) 944 – 1611 email: [iuliana.neagu@cort.com](mailto:iuliana.neagu@cort.com)
  
- Brookside Apartments are **NON SMOKING**, all smoking must be done outside. No smoking is allowed inside the apartment at any time.
  
- You must notify Brookside Community Manager, **Ms. Natalia Barcy** of your move out date no less than 30 days before you leave.

**Release and Indemnity.** As consideration for the [housing coordination services] provided to me by IEC@DVC, I hereby release and agree to indemnify IEC@DVC, Diablo Valley College, and their agents, including any person or entity employed or utilized by IEC@DVC or Diablo Valley College, from all actions, claims, or liability for any loss, injury, damage, or destruction of property resulting from negligence or other acts, however caused, in connection with my use of the [housing coordination services] provided to me by IEC@DVC.

**Knowing and Voluntary Execution.** I HAVE CAREFULLY READ THIS RELEASE AND INDEMNITY AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A CONTRACT BETWEEN ME AND IEC@DVC AND SIGN IT OF MY OWN FREE WILL.

Executed \_\_\_\_\_ [date] at \_\_\_\_\_ [city], \_\_\_\_\_ [country].

\_\_\_\_\_ [signature of obligee]  
\_\_\_\_\_ [printed name]

**Declaration of Witness**

I certify that \_\_\_\_\_ [name of obligee] acknowledged in my presence that \_\_\_\_\_ [he or she] read and fully understood the meaning and consequences of the foregoing release, and signed it in my presence.

Executed \_\_\_\_\_ [date] at \_\_\_\_\_ [city], \_\_\_\_\_ [country].

\_\_\_\_\_ [signature of witness]  
\_\_\_\_\_ [printed name and address]  
\_\_\_\_\_

**Fee Based Guaranteed Apartment Application**

**- Applications must be submitted AT LEAST 2 months PRIOR to preferred move in date –**

**1 YEAR LEASES ONLY**

**- \$300 placement fee required -**

---