



SHARED HOUSING PROGRAM  
 •  
 NORTHERN CALIFORNIA

ISP offers students attending Foothill College, De Anza College, and UC Davis Extension International Programs the opportunity to live in local homes that have been converted to student housing. Lease terms are for a minimum of six months for Foothill and De Anza College students and a minimum of ten months for UC Davis students. In some cases where bedrooms are large, students will share a bedroom with another student. All students will share a community bathroom. We cannot guarantee if a student will have a private or shared bedroom. In some cases, there is no landlord on site and, in other situations, landlords do live in the home. Some landlords have pets. There are typically between one and seven students living in each unit.

- One-time placement fee of \$350 per resident
- \$695 per resident per month (shared or private bedroom) for UC Davis students OR \$735 per resident per month (shared or private bedroom) for Foothill and De Anza College students
- \$200 cleaning/damage deposit (this will be returned at the end of your term provided that no damage or cleaning is necessary)
- Shared or private bedroom
- Fully furnished: bed, dresser, desk, lamp, kitchen dishes, pots, pans. Students need to provide their own linens and pillow.
- Community study and recreation area that includes basic cable television
- All utilities included (water, trash, electricity)
- Full kitchen appliances, including microwave

No smoking or drinking alcohol is allowed in the units. All students must sign up for the lease periods listed above and prepay the placement fee, monthly rent, friendship service (if requested), airport pickup (if requested), and deposit with completed application. If students wish to extend at the end of their lease, a new application fee and pre-paid rent for an additional six months is due before continuation is arranged. Some landlords will provide internet access at an extra charge, but otherwise students in shared housing need to arrange for their own phone service and internet access. Shared housing is co-ed and students must be comfortable living with students of the opposite gender. All students take the bus to school. The shared housing units are between 5-7 miles from the student's school. Students must be prepared for a 30-60 minute bus ride.

FRIENDSHIP SERVICE

If requested, an ISP staff member will provide the following services to you and/or your family on the day of your arrival. The cost for this service is \$150. Typically, our coordinator will spend two hours with each student and/or family.

- Initial shopping trip for food and necessities
- Area orientation
- Explanation of transportation including maps and timetables
- Personal contact for the student throughout their lease

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

NORTHERN CALIFORNIA:  
 Main Office  
 office@isphomestays.com  
 tel +1 650-947-8879  
 fax +1 650-948-1105

SOUTHERN CALIFORNIA:  
 info@isphomestays.com

HAWAII:  
 office@isphomestays.com

## AIRPORT PICKUP

Please complete the Airport Pickup Form included within the application to indicate whether you accept or decline this service.

## APPLICATION PROCEDURE

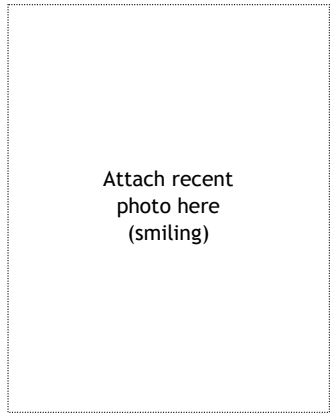
- Complete the ISP Shared Housing Application and include a recent, smiling photograph.
- Sign and complete the Shared Housing Guidelines included in the application.
- If your application is sent to ISP within 15 business days of your arrival date, there is a late fee of \$50.
- Include your fees: \$350 placement fee, \$50 late fee (if applicable), \$200 deposit, \$4410 for six months rent (Foothill/De Anza) or \$6950 for ten months rent (UC Davis), \$100 (if requested), and \$150 friendship service fee (if requested). Rent must be sent with your original application in the form of a money order or cashier's check payable to International Student Placements. All fees are non-refundable.
- Send or fax your completed application, including the Shared Housing Guidelines, and send all fees to our main office:

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

You will receive your housing information approximately three to four weeks prior to arrival. Parents may not stay with the student at the time of arrival due to space restrictions. ISP will be available throughout the duration of your contract if you have any questions or need assistance. Please make sure that you read through the Shared Housing Guidelines before you apply. Shared Housing students must meet and /or email with the Shared Housing Supervisor once a month.



INTERNATIONAL STUDENT PLACEMENTS  
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 SHARED HOUSING APPLICATION



Name: \_\_\_\_\_  
Family/Surname First Name

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  Male  Female  
Month / Day / Year

Country of Permanent Residence: \_\_\_\_\_

Mobile/Cell Phone #: \_\_\_\_\_

|                              |
|------------------------------|
| Your Permanent Address:*     |
| Permanent Telephone Number:* |
| Fax Number:*                 |
| Email:*                      |

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| Your Current Address or Your Agent's Information: |
| Current/Agent's Telephone Number:                 |
| Current/Agent's Fax Number:                       |
| Agent's Email:                                    |

\*Mandatory information

School you will attend: \_\_\_\_\_  
Name City & State

What is your English level?  High  Medium  Low

Who can we contact in case of an emergency? \_\_\_\_\_  
Name Home Phone Mobile/Cell Phone

**Accommodations**

Date of arrival at shared housing: \_\_\_\_\_ Date of departure\* from shared housing: \_\_\_\_\_

\*Please note that continuation in the unit may be possible but cannot be guaranteed if you extend past this departure date.

Do you smoke?  Yes  No

Would you like single or double occupancy?  Single  
 Double (some students will share rooms like a typical American dormitory)

Would you prefer a roommate from your own country?  Yes  No

Please write the name of your preferred roommate, if any: \_\_\_\_\_

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HAWAII:  
 office@isphomestays.com

Please describe any other requests\* for your placement:

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\*Please note that we will try to fulfill your requests but cannot guarantee them with your placement.

**Medical Information**

Please describe any current medical problems including emotional difficulties and serious allergies (animals, food, medicine) and any physical limitations. It is very important to be honest particularly if you have been under the care of a counselor or psychiatrist.

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**AIRPORT PICKUP FORM**

**Accept/decline airport pickup service (only available for Foothill and De Anza students. UC Davis students must make a reservation with a shuttle company):**

- Yes, I would like an ISP driver.                       No, I decline an ISP driver.

Number of people: \_\_\_\_\_

*Please note that airport pick up fees are non-refundable*

**Flight Information:**

Date: \_\_\_\_\_

International

Domestic

Airport: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight #: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

**Drop-off Information:**

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Drop-off Information:**

Shared housing name: \_\_\_\_\_ Shared housing phone: \_\_\_\_\_

**Remember to include the airport pickup fee with your placement fee.**





INTERNATIONAL STUDENT PLACEMENTS  
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 SHARED HOUSING GUIDELINES

Shared Housing is an alternative for students who wish to experience a dormitory-like environment. Shared Housing students will only be successful if they are flexible and open-minded to new environments and students from other countries and backgrounds.

Please initial each section indicating that you agree and understand the shared housing policies.

STUDENT'S  
 INITIALS:

**Payment**

ISP pays your landlord monthly for your rent. You have signed up six months if you are a Foothill or De Anza College student and ten months if you are a UC Davis student. Continuation for an additional six months is possible if both you and your landlord are in agreement and have informed ISP. At no time may students contract personally with their landlord for future lease agreements.

In some units, utilities and internet access are extra charges that landlords will discuss with you upon arrival. If you are planning a weekend, week, or month away from the unit, you are also financially responsible for the period you are away. This includes traveling in the summer if you want your unit when you return. You are obligated to pay your rent for the entire period of time indicated on your ISP application. In the event that you need to vacate your unit earlier than originally planned regardless of the reason, you remain obligated to your payments. Failure to adhere to the payment schedule will result in forfeiture of your deposit. Students must give 30 days' notice to their landlord and ISP before the end of their lease.

**Meals/Food**

You will be providing your own food and doing your own food preparation in your unit. All units come with kitchens and should 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, in any form, is restricted to the kitchen area. No cooking is allowed in the bedrooms at any time.

**Telephone**

There are different telephone arrangements depending on the unit you live in.

All shared housing students must be prepared to install their own phone lines (if necessary) and internet access. In some cases, your landlord may offer internet access for an extra charge. In some units, cell phone use is mandatory since phone line usage is restricted.

**Bus**

All students will be placed in units within 7-9 miles from their school. All students must be prepared for at least 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 before arrival.

## Personal Space

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

How you decide to keep your personal space is a reflection of you and your living habits. In the case of students with roommates, you must work together in order to have a space where you both feel comfortable. Communication is essential. In general, landlords ask that you maintain your space and clean it thoroughly every two weeks. Make sure that you clean your area in the bathroom and wash your sheets and towels once per week.

Landlords will provide general maintenance of public areas like the kitchen and bathroom. 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. Residents will be responsible for damage of the unit. Landlords will have access to your living space for repairs, emergencies, security, and maintenance.

## Guests

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Each unit will have different guidelines regarding friends; however, because this is independent living, most students can have friends over. There are no parties allowed in the units. A party is defined by a gathering of more than four people. **Guests are required to leave the units at 10 p.m. and no overnight guests are allowed.** Family members or out-of-town guests must make alternate living arrangements while visiting. Quiet hours begin at 10 p.m. and are strictly enforced during exam periods. Please be respectful of your fellow occupants. Alcohol consumption is strictly prohibited regardless of the age of the student (even over age 21). Failure to comply will result in eviction.

## Possessions

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Be very careful to lock your door when you are not in the unit. Neither ISP nor the landlord is responsible for your belongings. There will be a \$25 charge each time you forget or lose your key. Portable heaters/electric blankets/fans are not allowed without permission from the landlord.

## Laundry

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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

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- 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 30 days and then disposed of.
- Bikes may be parked in designated areas only.
- No pets are allowed on the premises.
- 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.
- 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.

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**Departure and Deposit**

You have paid a security deposit upon arrival. In order to receive your 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:

- If students cause damage to the shared housing in excess of \$200.00, each student will be billed and ISP will charge your credit card on file with our office.
- 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 it's 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.
- If you had a phone line installed, make sure that you call the phone company to disconnect it.
- Go to the post office and complete a Change of Address card. This way, the landlord does not have to forward your mail.
- Leave the unit key and a forwarding address/phone number with your landlord and ISP. Inform your school of your new address.
- Thank your landlord.
- You must give 30 days' notice to your landlord and ISP before your lease expires.

**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 OF ANY CRIME. 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.

**Indemnification**

STUDENT UNDERSTANDS THAT LANDLORD IS NOT AN EMPLOYEE OR AGENT OF ISP AND THAT ISP HAS NO CONSTRUCTIVE CONTROL OF LANDLORD'S BEHAVIOR. STUDENT UNDERSTANDS THAT THE INFORMATION PROVIDED BY ISP ABOUT LANDLORD IS NOT A PERFECT PREDICTOR OF HOW LANDLORD WILL ACT IN THE FUTURE. STUDENT UNDERSTANDS THAT ISP CANNOT CONTROL OR GUARANTEE THE BEHAVIOR OF LANDLORD. STUDENT ASSUMES ALL RISK ASSOCIATED WITH INJURY OR LOSS ARISING FROM THE BEHAVIOR OF LANDLORD. 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 unit without consent of the existing residents.

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I have read and understand the Shared Housing 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: \_\_\_\_\_

**PARENT (if Student is under 18):**

I verify that the information on this form is true and correct to the best of my knowledge. I understand that ISP has no legal responsibility for my child's care or well being. I understand that neither ISP nor the shared housing landlords assume any responsibility for the actions of my child while in the ISP program. I remain solely responsible for the care, guardianship, and actions of my child.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Date: \_\_\_\_\_

**INTERNATIONAL STUDENT PLACEMENTS, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_