



OFFICE USE ONLY:

DATE RECEIVED:	
BLDG:	ROOM#:
INVOICE:	
NOTES:	

APPLICATION FOR GUEST HOUSING (NON-SPONSORED)

The University of North Georgia is pleased to offer guest housing on the Dahlonega campus for use by visiting faculty, scholars, and special guests.

Guest Information:

Name: _____

Department: _____

Phone: _____ Fax: _____ Email: _____

Male Female

Permanent Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Accommodation Requests

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

If you have any special requests please list below: (Example: ADA requirements, ground floor, etc...)

Preferred Unit: Select one.

Note: Units that have shared baths are typically shared with other guests of the same gender.

Church Street Apartment

156 S. Chestatee St., Unit D, Dahlonega GA

Three bedroom, one private bath, one shared bath.

Semester rate per room: \$4,553

Monthly rate per room: \$911

Can be paid in monthly installments*

Collins House (unit is located off campus)

909 Morrison Moore Pkwy., West, Dahlonega, GA

Three bedroom, one shared bath.

Semester rate per room: \$4,305 or semester rate whole house: \$12,915

Monthly rate per room: \$861

Can be paid in monthly installments*

Guest House at Sunset Drive

27 Sunset Drive, Dahlonega, GA

Four bedroom, four private bath, and half-bath common area.

Semester rate per room: \$4,553

Monthly rate per room: \$911 Nightly Rate per room: \$107

Can be paid in monthly installments*

All units are rented per bedroom with common areas shared with other guests.

The whole unit can be rented, if availability allows.

Transportation

Guest will have a motorized vehicle. Guest will NOT have a motorized vehicle.

All vehicles will need to be registered with UNG | Parking Services prior to arrival.

Payment Information

UNG Employees will be required to pay through the UNG Business Office either by check/money order/cash (short-term/daily rate rentals), payroll deduction (required for monthly rentals to UNG employees), or internal billing through the sponsoring department. If payment for terms less than one month are not paid upfront in advance, they will be processed by payroll deduction. If a monthly tenant moves into a unit in mid-month, rent will be prorated to include only the days the Tenant occupies the unit. There will be no proration on a semester rental. Rent is due on the day the rental begins for short-term/daily rentals. Monthly Tenants are required to provide a 30-day notice prior to departure. Rental rates include electricity, natural gas, water/sewer, internet and trash collection.

*

I acknowledge that self-pay that is one month or more is subject to payroll deduction.

*

I have read and agree to abide by the University of North Georgia Policies and Procedures.

*

Signature: _____ Date: _____

Please submit this application to Emily Pruitt in Auxiliary Services.

Phone	Fax	Email
(706) 864 - 1641	(706) 864 -1756	emily.pruitt@ung.edu