

UNIVERSITY TOWERS OWNERS COOPERATIVE

100 York Street, Suite 1-E • New Haven, CT 06511 • Tel. (203) 777-3071 • Fax. (203) 789-8120

Dear Applicant:

Thank you for your interest in University Towers. This application packet is designed to make the approval process as simple as possible and to provide us with enough information to make a decision on your application. Please read below to learn what you can do to help expedite the application process.

Application Process

- Complete the attached application in its entirety.
- Complete the top half of the Employer Reference Letter and give to your employer to complete.
- Complete the top half of the Landlord Reference Letter and give it to your landlord to complete.
- Mail the completed application to the address listed above, with two checks. One check in the amount of \$150.00 for your application fee and one check in the amount of \$350.00 for your application fee. Both checks should be made payable to: University Towers. Please be sure to indicate which unit you are applying for in the memo section of the check.
- If any portion of this application does not apply to you please explain why you are leaving a question blank otherwise it will be considered incomplete.
- The decision-making process usually takes approximately one week. Please refrain from calling the management office to obtain application decisions. Be sure to indicate how you would prefer to be contacted once a decision has been made.

Move-in Process

Once you have received your acceptance letter, you must do the following:

- Obtain a copy of your signed lease from the landlord of the unit for which you are applying
- Call the front desk at 203 772 2714 to schedule your move-in. Move-In's are permitted Sunday through Saturday from 10a.m.-5 p.m. NO Exceptions
- Get a New Tenant Package from the front desk. Be sure to return the Telephone Entry & Mailbox Label Form and return it to the Management Office. This is the only way your name will be displayed on the mailbox and in the telephone entry system.
- Stop by the management office to get a keycard and laundry card.
- If you own a car please return your vehicle registration form and obtain a decal.

Please keep this page for your records.

University Towers Fees

***Application Fee..... \$ 150.00**

***Move- In Fee \$ 350.00**

Door Entry Key Card \$ 10.00

Parking Decal Sticker..... \$25.00

Parking..... \$100.00/month

***Mac Gray Laundry Card\$5.00**

*** NON- REFUNDABLE FEE**

Effective February 21, 2023

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RENTAL APPLICATION

Date _____ Unit # _____ Lease Start _____ Monthly Rent _____

Applicant Name _____

FIRST

MIDDLE

LAST

Current Address _____

No.

Street

City

State

Zip

Home Telephone _____ Work Telephone _____

Mobile Telephone _____ E-mail Address _____

Date of Birth _____ Social Security No. _____

APPLICANTS PLEASE READ CAREFULLY: ONLY COMPLETE THE CO-APPLICANT PORTION IF YOU ARE A STUDENT OR YOUR ANNUAL INCOME DOES NOT EXCEED \$20,000. A CO-APPLICANT IS NECESSARY TO GUARANTEE YOUR MONTHLY RENTAL PAYMENTS.

Co-Applicant's Name _____

FIRST

MIDDLE

LAST

Current Address _____

No.

Street

City

State

Zip

Home Telephone _____ Work Telephone _____

Mobile Telephone _____ E-mail Address _____

Date of Birth _____ Social Security No. _____

Driver's License No. _____ State _____

ease provide the information below for additional residents expected to occupy the unit: (Any occupant 18 years or older must complete an application and pay the application fee)

Name	Age	Sex	Birth Date	Relation to Applicant	Social Security No.

EMPLOYMENT

INFORMATION

YOUR STATUS: **Employed Full-Time** **Employed Part-time** **Student** **Retired** **Not Employed**

Current Employer _____ Monthly Salary _____

Dates Employed: From _____ To _____

Address _____

Current Position _____ Telephone Number _____

Supervisor _____ Telephone _____

If you have not been with current employer for more than one year, please list previous employer.

Previous Employer _____ Position _____

Dates Employed: From _____ to _____ Supervisor _____

Telephone Number _____ Reason for Leaving _____

FINANCIAL INFORMATION

APPLICANT

Bank Name & Branch _____ Telephone _____

Checking Account # _____ Savings Account # _____

Additional Income (Describe source of income. Include savings, rental income, etc.)

Source _____ Amount _____ / _____

Source _____ Amount _____ / _____

Source _____ Amount _____ / _____

TOTAL MONTHLY HOUSEHOLD INCOME: \$ _____

CREDIT AUTHORIZATION

By my signature below, I hereby authorize O, R & L Property Management to obtain a copy of my credit report solely as determinant of my eligibility to rent an apartment at University Towers.

Applicant Signature

Co-Applicant Signature

Date

Date

CO-APPLICANT

Bank Name & Branch _____ Telephone _____

Checking Account # _____ Savings Account # _____

Additional Income (Fully describe source of income. Include savings, rental income, etc.)

Source _____ Amount _____ / _____

Source _____ Amount _____ / _____

Source _____ Amount _____ / _____

VEHICLE INFORMATION

Vehicle Information I do not own a vehicle I would like to lease a parking space

Vehicle Make/Model _____ Color _____ Year _____

Driver's License No. _____ State of Issuance _____ License Plate No. _____

Please be sure to read the University Towers Parking Policy on page 9

APPLICANT CHECKLIST

- I have enclosed **TWO (2)** checks both made payable to **University Towers**: One in the amount of \$150.00 for the application fee and one check in the amount of \$350.00 for the move-in fee. Please be sure to indicate which unit you are applying for in the memo portion of your check.
- I have read and understand the **House Rules** for University Towers.
- I understand that O, R & L Property Management will request a copy of my or my guarantor's credit report
- I have read and understand the **Parking Policy** for University Towers Residents.
- I understand that subletting is not permitted at University Towers under any circumstances.
- I have forwarded the Landlord Reference letter to my landlord.
- I have forwarded the Employer reference letter to my employer.
- I have included a copy of my most recent bank statement (Name must be visible on statement)
***For international applicants:** if your bank statement displays foreign currency, you must provide us with a statement that is converted to US Dollars.
- *If you are a student:** I have included a copy of my Student Loan Award and Offer Letter
- I have provided my Social Security number and signed the Credit Authorization section
***For international applicants:** please provide a copy of your J-1/F-1 Visa if you do not have a Social Security number
- I have attached a photocopy of a photo id (i.e. driver's license, state issued id, passport).
- I have signed and included the Smoking Policy Acknowledgement

Please note that if any item listed on the checklist is not submitted or completely filled out, your application is considered to be incomplete and will not be processed.

Applicant Signature

Co-Applicant Signature

Date

Date

UNIVERSITY TOWERS OWNERS COOPERATIVE

100 York Street, Suite 1-E

New Haven, CT 06511

Tel. 203 777-3071

Fax. 203-789-8120

Landlord Reference Letter

Instructions to Applicant:

Please complete the top portion of the letter and sign. Forward the Landlord reference letter to your most recent landlord to complete

Note: You may want to include a self-stamped envelope for your landlord's convenience. Completed letters may also be faxed to (203) 789-8120, ATTN: Kaila Thompson.

Applicant name _____ Unit _____

Applicant Signature _____ Date _____

Property Address _____

Was the above-referenced tenant pay monthly rent payments in a timely manner

Yes If no, (please check one) 30 days 60 days over 60 days

Was the tenant's apartment well maintained? Yes No

Did the tenant give you a sufficient amount of notice of his/her intention to vacate? Yes No

Did the tenant have any unauthorized persons (not listed on the lease) occupying his/her apartment?

Yes No

Does the tenant have any noise complaints on file? Yes No

Would you rent to this tenant again? Yes No

Other Comments:

Landlord Name (Please print)

Telephone Number

Landlord Signature

Date

UNIVERSITY TOWERS OWNERS COOPERATIVE

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New Haven, CT 06511
Tel. 203 777-3071
Fax. 203-789-8120

Employer Reference Letter

Instructions to Applicant:

Please complete the top portion of the letter and sign. Forward the Landlord reference letter to your most recent landlord to complete

Note: You may want to include a self-stamped envelope for your landlord's convenience. Completed letters may also be faxed to (203) 789-8120, ATTN: Kaila Thompson.

Applicant name _____ Unit _____

Applicant Signature _____ Date _____

Applicant's Current Position _____

Length of Employment _____ to _____

Applicant's Current Salary _____

Applicant's future employment outlook:

Employer's Name (Print)

Employer's Title

Employer's Signature

Telephone Number

Today's Date _____

In purchasing unit # _____ at university Towers I understand and agree to abide by the house rule that prohibits smoking.

Non-Smoking Building

1. As of the date of adoption of this rule University Towers is designated as a non-smoking building. The use of any smoke producing tobacco products shall be prohibited from all areas of the building, interior apartment spaces, public spaces, service spaces, balconies or exterior spaces within 25 feet of any entry door or the perimeter of the building.

Smoking is already prohibited from the swimming pool enclosure.

2. All individuals submitting an application to purchase, rent, or sublet a unit in the building shall be asked to sign a document acknowledging their awareness of the smoking prohibition and shall agree to constrain themselves and any guests or co-inhabitants from smoking anywhere in or around the building as described in paragraph No. 1 above.

3. All current renters and shareholders are exempt from the non-smoking provisions of the House Rules in so far as the use of these prohibited substances is concerned but only as it applies to their use within the confines of their own apartments. The non-smoking provisions apply to them for all other spaces in and around the building, including all balconies.

4. If smoking by current shareholders or renters becomes an irritant to any other occupants of the building they will be asked to take reasonable measures to mitigate the problem such as installing management approved smoke filters or confining their smoking to rooms that are not contiguous with rooms in adjacent units.

Adopted 9/21/21

I understand and agree to abide by the Non-Smoking Building rule as stated above.

Printed Name

Signature

Date: _____

University Towers – House Rules
Approved February 22, 2017
Additions Approved June 21, 2017

University Towers is a housing co-operative which requires a balance between individual and community needs. Some of these rules are made for financial security, some for safety, some to meet legal requirements, some for esthetic reasons and some to achieve the requisite balance between the needs of individual owners and those of the entire building. Each owner, and any other occupants, is responsible to know these rules and to be sure any guests know them as well.

Use of Appliances and Equipment

1. Any appliance, equipment or other use that may damage the building or interrupt mechanical or other services to the building is not permitted.
2. Anything that interferes with television, internet or radio reception is not permitted.
3. Clothes washing machines are not permitted due to the plumbing system of the building.
4. Noisy appliances or musical instruments may not be used between the hours of 10:00 PM and 8:00 AM.

University Towers Owners Corporation wants to maintain a dignified, clean and presentable appearance of the exterior of the building. The grounds, the windows, the balconies, the swimming pool and the parking areas are all essential in this effort. This is important for the neighborhood and for the inherent value of the building and each apartment in it.

Balconies and Windows

1. Balcony appearance:
 - a. Balconies may not be used to dry or air out personal belongings and materials.
 - b. No item may be shaken from a balcony. With the exception of window boxes, no item or material may be hung or attached to the inside or outside of the balcony railing or any other portion of the exterior of the building.
 - c. Plants may be set against the inside of the railing and window boxes may be hung **inside** the railing.
2. Balcony use:
 - a. Construction or alteration to balconies or railings in any manner may not be undertaken without the prior permission of the Board.
 - b. Painting of the balcony walls, floors, railings or privacy panels is not permitted.

- c. Awnings are not permitted. Collapsible umbrellas are permitted as long as they are anchored in a weighted umbrella stand.
 - d. Patio furniture and storage boxes placed against the wall, lower than railing height are permitted.
 - e. Signs and advertisements are not permitted.
 - f. Holiday decorations may be hung only **inside** the railings of balconies between December 1st and January 15th.
 - g. No bird feeders of any kind are permitted as they also attract squirrels that can be a health problem.
 - h. No radio or television aerials of any kind are permitted on the balconies.
 - i. Electric cooking or warming devices are permitted. **No** other cooking or grilling devices are allowed.
3. Balcony maintenance:
- a. Balconies must be kept clean.
 - b. Anything used periodically, such as children's toys must be kept neat and tidy.
 - c. Owners must keep the balcony drains clear of material which could clog the drain. Should the drain become clogged please call the management office.
4. Windows:
- a. No window air conditioners may be installed.
 - b. **All window treatments or coverings** are subject to ongoing aesthetic review by the Board and the building manager. Examples of materials **not** permitted are materials such as foil, newspapers, posters, brown paper, cardboard, pictures, blankets, bed sheets, towels, plastic film, tarpaulins and paint.

Hallways and Stairs

1. Hallways and stairs may not be used for any purpose other than entering and leaving apartments. This is a safety measure required by the Fire Marshall.
2. Fire doors to stairways may not be left open at any time.
3. For safety reasons, in accordance with Fire Department regulation, no items such as doormats, umbrellas, outdoor boots, shoes or strollers or the like may be left in the hallways or the stairways at any time.
4. Hallways may not be used for play. In addition to safety concerns it can be disturbing to other residents.

Noise Control

1. Please reduce radio and television sound to appropriate moderate levels from 10:00 PM until 8 AM daily.

2. Noise from social events should be reasonable at all times, but carefully reduced to appropriate moderate levels between 10:00 PM and 8:00 AM.
3. Any resident may call the front desk to complain about noise and the desk will call the offending unit.
4. Construction and repairs by outside contractors may only be conducted between 8:30 AM and 5:00 PM Monday through Friday; between 9:30 AM and 1:30 PM Saturdays and is prohibited on Sundays.
5. 80% of floor surface must be covered with rugs, carpeting or noise reducing material, excepting kitchens, baths, closets and entryways. This is to assure reasonable quiet for people living beneath the apartment.
6. Dispose of trash quietly and after 8:00 AM before 10:00 PM so that people in adjacent apartments will not be disturbed.

Laundry Room - Approved 6/21/17

1. The laundry room will be locked and must be kept locked. Use the key card you have for the front door to gain access.
2. Observe the posted rules and instructions, particularly:
 - a. **Please remove your laundry as soon as the cycle is completed so others do not have to do so.**
 - a. Clean the lint filter each time in dryers.
 - b. Carts must remain in the laundry room at all times.
 - c. Report to the desk any problems you may encounter with machines.

Parking

1. Parking garage on the south side of George Street:
 - a. A key card for this garage may be obtained at the management office for available spaces and an additional monthly charge will be charged to the owner for the parking space.
 - b. This garage is shared with Madison Towers, but spaces for each building are appropriately marked.
2. George Street lot on north side:
 - a. Between 8:00 AM and 5:00 PM on weekdays and between 8:00 AM and noon on Saturdays **this lot is reserved for patients and clients of commercial tenants and for approved University Tower's guests (see below)**
 - b. During the hours in 2.a. above guests of University Towers owners may park here if space permits and the person wishing to park the vehicle secures approval and a tag from the front desk in advance.
 - c. Between 5:00 PM and 8:00 AM the next day, Monday through Friday and between noon Saturday and 8:00 AM Monday, University Towers owners may use this lot provided the car has a sticker obtained from

the management office. Guests may use this lot provided they have a current parking pass obtained from the front desk.

3. Small George Street lot:
 - a. All spaces in this lot are allocated to Owners in University Towers on the basis of a waiting list. It also must be kept free for trash removal and delivery trucks.

Pest control and trash safety

1. Every apartment must be kept clean and free of garbage and debris to discourage the spread of insects and vermin.
2. Kitchen, bathroom and storage areas should be carefully monitored for evidence of vermin. If there is a problem immediately request maintenance assistance for rodents/cockroaches – **none should be tolerated.**
3. Trash and garbage, in small bags, tied and closed, must be dropped into the chute in the trash room. Large bags of trash, pizza boxes, cardboard and bags of cat litter must be taken to the dumpster and not left in trash rooms.
4. Newspapers and similar sized paper and flattened cardboard must be piled neatly on the rack.
5. Please follow other instructions that are posted.
6. For disposal of large items take them down to the dumpster or consult the staff. For batteries, light bulbs and electronics consult the Office or staff.
7. Excessive trash such as accumulated newspapers, magazines etc. in an apartment is potentially a serious fire hazard and owners are required to promptly remove it.

Pets

1. No pets are permitted in the building with two exceptions:
 - a. Service animals and therapy or emotional support animals whose owner has a medical professional's letter and has submitted an application to the Management Office in advance and received a letter of permission from the Board before bringing the pet into the building.
 - b. Any cat resident in the building as of 1/1/2017 may remain until the animal's death or the owner decides to remove the cat(s) from the apartment, **provided the owner registers such existing cat(s) with the Management Office no later than 4/1/2017.** After 4/1/2017 any unit owner or tenant may have one cat in the unit. All unit owners or tenants who have cats must register the cat with the Management Office. A fee of \$25 will be charged for overseeing compliance with the rules governing pets.

- c. Any animal in the building must have up to date vaccinations and copies provided to the management office as part of the registration.
- d. Cat litter must be disposed of in a closed bag and taken to the dumpster.
- e. Cats are not permitted to roam the common hallways and must be carried out of the building either in a carrier or in the arms.
- f. No other pets are allowed.

Plumbing

- 1. Clothes washing machines are not permitted in apartments due to the plumbing system in the building
- 2. **No cat litter may be disposed of in toilets or drains but must be taken to the dumpster**
- 3. Trash and sweepings must not be thrown into toilets.
- 4. Any leaks or dripping should be reported to the front desk for maintenance service as quickly as possible.
- 5. Sinks, bathtubs and toilets must not be permitted to overflow.

Right of entry and keys

- 1. University Towers Owners Corp must have at least one key (or keys where appropriate) for **every** apartment in the building. That key will be kept in a safe that may be accessed only by management. If management is not available that key cannot be brought out of the safe, so an owner losing his or her key will have to wait or contact a locksmith in order to enter his or her apartment.
- 2. Any owner who wishes to may also leave a second key(s) with the front desk so that in the event of a key being lost or locked in the apartment the owner can gain quick access. This key may also be given out by the desk, with the owner's permission, for such people as house cleaners and workmen.
- 3. For routine building maintenance, staff may enter unit provided information regarding the nature and timing of maintenance is posted in advance next to the elevator on the affected floor, with email copies sent to unit owners who have provided email information to the management office. *Approved 6/21/17*
- 4. **In the event a lock is changed the owner must give University Towers a new key the day the change is made.**
- 5. **In the event of an emergency, staff may enter without notice and if the owner has not provided a key to the front desk, staff or emergency personnel may break in at the owner's expense without prior notice.**

General

1. An owner or lessee must secure, in advance, permission from the building manager for any work in an apartment that involves changes in the walls, floors, plumbing, electrical or other construction work. Those doing the work must have proper insurance and the safety of the structure must be assured.
2. Messengers, tradespeople and guests must be told to report to the doorman upon arriving. They will be asked to sign in and out, and to call the resident from the foyer telephone.
3. No resident may ask any employee of University Towers to perform any personal business during that employee's working hours.
4. An employee of University Towers, on his or her own time, may be employed to clean or help a resident provided the resident informs, in writing, the building manager in advance.
5. The Board's consent must be obtained, in advance, for any tour exhibition, auction, sale or large group visitation of an apartment.
6. Complaints regarding the service in the building should be made in writing to the building manager.
7. An outdoor bicycle rack is provided.
8. Any resident wishing to bring a bicycle into the building must do so through the basement ramp and must use the padded elevator. Bicycles may not be stored on balconies, in hallways or stairwells.
9. Any consent given or approval granted under these House rules by the Board shall be revocable at any time and residents will be so noticed.
10. Residents and guests must wear proper attire in common areas which includes elevators, lobby and laundry room. Night gowns and bathrobes in the common areas are not permitted.

Lobby Loitering- Approved June 21, 2017

There should be no loitering in the Lobby

The Lobby of University Towers is a transition area for people coming in to the building and going out. It is not to be used for extended conversation, play area for children, eating or drinking, computer use or any other extended activity.

The staff working at the desk are available for questions, but not for extended conversation. They have many duties including answering the phone, monitoring the video cameras and fire alarm systems, greeting visitors, handing out packages and dealing with vendors. Therefore owners and guests should not be carrying on extended conversations with the staff or near the desk.

Because the work of the staff is so essential to the well being and security of those who live in University Towers, violators of the above rule will be reported to the Building Manager.

Pool Rules

*The outdoor pool at University Towers is for owners, tenants, their resident families and guests. The rules are made by the Board and the management of the pool and enforcement of the rules are carried out by the Building Manager and staff. **There is no lifeguard on duty at the pool at any time. Responsibility for safety falls on each individual user. No child under 15 may be left alone at the pool – a parent or a designated responsible adult must be there with the child.***

It is the intent of the University Towers Owners Corporation Board of Directors to provide these regulations for the good of all pool users. The pool will operate from Memorial Day to Labor Day from 11:00 AM to 8:00 PM.

1. Pool Passes and Fees

- a. All residents of University Towers must obtain a pool pass at the University Towers office to enter the pool
- b. A pool pass must be shown to the pool attendant when signing in.
- c. Additional guest passes will be issued to residents only, as outlined below at \$5 per guest.

2. University Towers Residents Passes and Fees

- a. Each adult resident of University Towers will be issued one pool pass at no charge.
- b. Each child resident (through age 17) will receive one pool pass. Children in shared custody will be counted as resident children.
- c. Each unit is entitled to 2 seasonal guest passes at no charge.
- d. UT residents with more than 2 guests may purchase additional day guest passes for \$5 per additional guest per day from the pool attendant.

3. Behavior and Safety Rules

- a. Violation of the pool rules is grounds for suspension of pool privileges or expulsion from the pool for the remainder of the season.
- b. Management and the directors reserve the right to investigate reported infractions and determine appropriate disciplinary actions.
- c. Violations should be reported to the pool attendant on duty with escalation to security staff and/or management.
- d. UTOC and OR&L assume no responsibility for any accidents or injury in connection with the use of the pool, and are held harmless from any action occurring within the pool area. All persons use the pool at their own risk.

- e. The pool attendant is **not** a lifeguard, but is there to examine and issue pool passes and assure appropriate behavior and safety is maintained.
- f. Running, pushing, wrestling, sitting on shoulders, horseplay or other actions causing undue disturbances will not be allowed. The pool attendants, with assistance from building security reserve the right to ask any person who is considered unruly, intoxicated, using profanity or otherwise misbehaving to leave the pool area.
- g. Non-swimmers must wear swim-aid
- h. At all times a responsible adult or parent who can swim must accompany and supervise a child or children who are unable to swim unassisted. Each adult may supervise no more than two non-swimming children.
- i. All who enter the pool must wear appropriate swimwear.
- j. Incontinent persons must wear appropriate containment garments under the bathing suit.
- k. Inner tubes, water wings, water guns and noodles may be used in the pool at the discretion of the pool attendant. No other play equipment, wheeled toys, roller blades bikes or skateboards are allowed in the pool area. Only soft, sponge-like balls are permitted. No hard items such as tennis balls or Frisbees are allowed.
- l. **Hosts are responsible for all actions of their guests and must accompany them while at the pool.**
- m. Questions regarding the presence of any person at the pool must be addressed to the pool attendant and not to the person in question.
- n. Only authorized pool personnel are allowed in the pool shed.
- o. Loitering at the entry or with the pool attendant is prohibited.

4. General

- a. There is no smoking in the pool area.
- b. No glass containers are permitted in the pool area.
- c. All food and drinks must be kept away from the pool, all users are urged to keep the pool area clean and dispose of their own trash.
- d. Consumption of alcoholic beverages is not allowed in the pool area.
- e. Furniture and other accessories are for the benefit of all and are to be shared equitably. Reservation of lounge chairs is not permitted.
- f. There is no access to the pool area outside of the normal hours of operation, 11:00 AM to 8:00 PM.
- g. All residents and guests must leave the pool area **no later than 8:00 PM** when the pool attendant locks the gate.

5. Grilling Rules

- a. Gas grills are provided for the use of all patrons on a first come, first serve basis. Common sense and good judgment in the use and cleaning of the grills is expected and will be monitored by staff. Propane for the gas grill will be provided.
- b. A \$5 refundable deposit must be given to the pool attendant before any grilling. The deposit will be refunded following satisfactory inspection of the grill.
- c. Clean grill and grill area when done. Make sure gas is turned off. Remove and properly dispose of all garbage.

6. Private Parties in Pool Area

- a. UT residents may reserve tables in the southwest corner of the area for up to 20 people. Reservations are required for any group greater than 10 people. A grill may also be reserved.
- b. A fee of \$5 per guest should be paid in the UT office when making the reservation.
- c. 'Pool Parties' during inclement weather may be booked for the UT Community Room.

Each year the Management office will issue detailed information about the pool, the dates and hours it will be open.

Subleasing of apartments

The sublet rules are written with the primary intention of protecting the financial stability of the University Towers Corporation. Important secondary goals are to preserve the diversity of UT residents and to create opportunity for Owner/Residents to be able to sublet their units for defined time periods.

A minimum of 80% Owner occupancy is necessary for financial stability and a buffer of at least 1% (total 81% owner occupancy) is desirable. In accordance with these principles the sublet rules are as follows:

1. All current (as of January 1, 2017) leases may be renewed as long as the **current** lessee is in occupancy. **At the time the current tenant departs, no new sublets of these units will be allowed except as in provision 3.**
2. No new sublets will be allowed until an owner occupancy rate of 81% by unit is achieved.
3. If an 81% owner occupancy is achieved new sublets will be allowed on a priority basis. First priority will be given to owner occupants of 2 years or more on a first come, first serve basis. If owner occupancy then remains at or above 81% non-resident owners and owner residents of less than 2 years, with explicit Board approval, may enter a lease with a **new** tenant.

If owner occupancy falls below 81% further sublets will not be allowed until the owner occupancy again achieves the 81% level.

4. New sublets may be for a period of 1-3 years with Board review yearly. These may be renewed with Board approval for the duration of that tenant's occupancy but only with continued yearly Board review of compliance with House Rules and approval
5. The University Towers management must interview all proposed lessees and approve admission. Completed application package with all supporting documents and financial information will be required of the proposed lessee.
6. All Board approved lessees must sign a letter addressed to University Towers indicating understanding of the House Rules, and agreeing to vacate the apartment on the last day of the lease.
7. The sublessor (unit owner) will pay University Towers \$2 per share per year with payments on a monthly basis to compensate for management time required to supervise move-ins, move-outs and tenant relations.

Non-Smoking Building

1. As of the date of adoption of this rule, University Towers is designated as a non-smoking building. The use of any smoke producing tobacco products shall be prohibited from all areas of the building, interior apartment spaces, public spaces, service spaces, balconies, or exterior spaces within 25 feet of any entry door or the perimeter of the building. Smoking is already prohibited from the swimming pool enclosure.
2. All individuals submitting an application to purchase, rent, or sublet a unit in the building shall be asked to sign a document acknowledging their awareness of the smoking prohibition and shall agree to constrain themselves and any guests or co-inhabitants from smoking anywhere in or around the building as described in paragraph No. 1 above.
3. All current renters and shareholders are exempt from the non-smoking provisions of the House Rules in so far as the use of these prohibited substances is concerned but only as it applies to their use within the confines of their own apartments. The non-smoking provisions apply to them for all other spaces in and around the building, including all balconies.
4. If smoking by current shareholders or renters becomes an irritant to any other occupants of the building, they will be asked to take reasonable measures to mitigate the problem such as installing management approved smoke filters or confining their smoking to rooms that are not contiguous with rooms in adjacent units.

Adopted 9/21/21

REVISED HOUSE RULES APPROVED BY THE BOARD OF DIRECTORS EFFECTIVE MARCH 24, 2004

"Pursuant to Article X, Section 2 of the By-laws of University Towers Owners corp., the Board of Directors at a duly called meeting on January 27, 2004, at which all members of the Board of Directors were present, passed the following amendment to the By-laws of the University Towers Owners Corp. to be effective January 28, 2004:

Article II, Section 8 of the By-laws of University Towers Owners Corp., is hereby deleted in this entirety, and the following is substituted therefore:

Section 8. House Rules. The board of directors shall have power to make and change reasonable rules applicable to the apartment building owned or leased by the corporation whenever the board deems it advisable to do so. All house rules shall be binding upon all tenants and occupants of the apartment building. Copies of changes in the house rules shall be furnished to each shareholder and shall be binding upon the delivery thereof in the manner provided in the proprietary lease. By resolution, following Notice and Hearing, the board of directors may levy a fine of up to \$50 per day for each day that a violation of the House Rules persists after such Notice and Hearing, but such amount shall not exceed that amount necessary to insure compliance with the rule or order of the board of directors.

Effective date January 28, 2004"