

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 \$75.00 for your application fee and one check in the amount of \$200.00 for your move-in 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, please explain why you are leaving a question blank otherwise it will be considered incomplete.
- The decision-making process usually takes approximately one week.

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-ins are permitted Sunday through Saturday from 10a.m.-5 p.m. **NO Exceptions**
- Get a New Tenant Package from the front desk. Please be sure to return the Telephone Entry & Mailbox Label Form to the Management Office. This is the only way your name will be displayed on the mailbox.
- Stop by the management office to get a keycard.
- 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.....	\$	75.00
* Move- In Fee	\$	200.00
(only if approved)		
Door Entry Key Card Deposit	\$	10.00
*Fee for Lost Keycard	\$	10.00
Parking Decal Deposit	\$	25.00
Sublet Fine.....	\$	500.00

*** NON- REFUNDABLE FEE**

Effective January 1, 2004

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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. _____

Driver's License No. _____ State of Issuance _____

APPLICANTS PLEASE READ CAREFULLY: ONLY COMPLETE THE CO-APPLICANT PORTION IF YOU ARE A STUDENT OR YOUR ANNUAL INCOME DOES NOT EXCEED \$30,000. A CO-APPLICANT IS NECESSARY TO GUARANTEE YOUR MONTHLY RENTAL PAYMENTS.

Co-Applicant's Name _____

FIRST
MIDDLE
LAST

Relationship to Applicant _____

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 _____

Please 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 _____

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 _____ / _____

TOTAL MONTHLY HOUSEHOLD INCOME: \$ _____

VEHICLE INFORMATION

Please be sure to read the University Towers Parking Policy. If you have a vehicle you must complete the Vehicle Registration Form on page (10) of this application in addition to filling out the portion below.

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. _____

APPLICANT CHECKLIST

- I have enclosed **TWO (2)** checks both made payable to **University Towers**: One in the amount of \$75.00 for the application fee and one check in the amount of \$200.00 for the move-in fee. **Please be sure to indicate which unit you are applying for in the memo portion of your check.**
- I understand that O, R & L Property Management will request a copy of my and/ or my guarantor's credit report
- I have forwarded the Landlord Reference letter to my landlord.
- I have forwarded the Employer reference letter to my employer.
- I have attached a photocopy of a photo id (i.e. driver's license, state issued id, passport).

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 Acknowledgement of Rules and Policies

Applicants Name : _____ Unit Number _____
(Print)

Co-Applicants Name: _____
(Print)

Dear Applicant:

Please read and initial the following:

_____ I have read and agree to abide by the House Rules for University Towers.

_____ I understand that no pets are allowed at University Towers.

_____ I have read and agree to abide by the Parking Policy for University Towers. I understand that failure to abide by the policy will result in the towing of my vehicle, and that any charges as a result of the towing will be my sole responsibility.

_____ I understand and agree that University Towers does not permit subletting under any circumstances. I agree to pay a \$500 fine if I fail to follow this policy.

_____ I understand and agree that I cannot have a guest in my apartment at University Towers for longer than 30 days. Furthermore, I understand that I must be present during the entire time my guest is visiting. I agree to register all my guests with the management office upon their arrival.

_____ I understand that no furniture can be left at the dumpster all furniture and bulk items must be taken offsite. Please do not use neighboring dumpsters. If furniture or any other bulk items are left behind the tenant will be responsible for the cost of disposal.

_____ I understand that no smoking is permitted in my unit or common areas of the building.

By signing below, I understand that a breach of the above rules can and may lead to termination of lease rights or non-renewal of lease.

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

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

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Employer Reference Letter

Instructions to Applicant:

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

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

OFFICE USE ONLY-PLEASE DO NOT WRITE ON THIS PAGE

Applicant Name _____ Unit # _____

Approved

Move-In Date _____

Not-Approved

Date

General Information

Landlord Reference

Employer Reference

Credit Authorization

No. _____

Co-Applicant

Application Fee

chk # _____

Move-in Fee

chk # _____

Acknowledgements

Photo Identification

Copy of Lease

Notes:

UNIVERSITY TOWERS HOUSE RULES

House Rules

Use of Appliances and Equipment

1. Items that may damage the building or interrupt services to the building are not permitted.
2. Washing machines are not permitted, due to the plumbing system of the building.
3. Items that interfere with television or radio reception of others are not permitted.
4. Noisy appliances such as vacuum cleaners, or tools, may not be used between the hours of 10:00 p.m. and 8:00 a.m., weekdays, and between 11:00 p.m. and 8:00 a.m. weekends.

Balconies and Windows

- 1 Balconies should be kept clean and not used for storage.
- 2 Construction on or alteration of balconies should not be undertaken without board approval.
- 3 Cooking on balconies is not permitted.
- 4 Painting of balcony walls is not permitted.
- 5 Items shall not be shaken or hung from balconies, doors, or windows, or placed on windowsills of outside walls.
- 6 Awnings are not permitted.
- 7 Signs or advertisements are not permitted.
- 8 The feeding of birds or other animals from balconies is not permitted.
- 9 The hanging of aerials is not permitted.
- 10 Drain maintenance: (a) Outer edge—check drainage holes (“weep holes”), which are set about ten feet apart; keep clear of debris. (b) Inside edge – if large drain covered by grate becomes clogged, call for maintenance assistance.
- 11 Window air conditioners must be approved by management, and must be safely braced. Only glass may be used for the rest of the window opening.
- 12 All window treatments such as draperies, blinds, louvers, curtains, stained glass and other similar shading devices used on the interior and exterior of windows and doors are subject to an ongoing aesthetic evaluation by University Towers Owners Corporation. Examples of materials not acceptable are all reflective materials (foil), newspapers, posters, cardboard of any kind, pictures, blankets, bed sheets, towels, plastic film, tarpaulins and paint.

Hallways and Stairs

1. Hallways and Stairs may not be obstructed or used for any other purpose than entering or leaving apartments.
2. Hallways and stairways may not be used for play.
3. Fire codes require that articles, including doormats, shall not be placed in the halls or on the staircase landings.

Laundry Room

1. The laundry room shall be locked; entry is designated by key.
2. Observe rules as posted in the laundry room.
3. Remove laundry items promptly so that others will not be forced to remove them from the machines.
4. Laundry room carts shall not be removed.

Noise

1. No disturbing use of radio, television, phonograph, or musical instrument is permitted after 10:00 p.m. and before 8:00 a.m. on weekdays and between 11:00 p.m. and 8:00 a.m. on weekends.
2. Construction and repairs by outside contractors involving noise shall be conducted between 8:30 a.m. and 5:00 p.m., Monday through Friday and Saturday between 9:30 am and 1:30 pm.
3. Floors must be covered with rugs, carpeting, or noise reducing material to the extent of 80% of each room except kitchens, pantries, bathrooms, closets, and foyers, and areas under large pieces of furniture.
4. Dispose of trash in a quiet manner and before 11:00 p.m.

5. Guests are to be made aware of these House Rules. If residents are disturbed by a party lasting after 10:00 p.m. on weeknights, or 11:00 p.m. on weekends, the doorman can be asked to contact the host of the party and ask for quiet. If this is ignored the doorman will call the police.

Parking

1. The two parking lots along George Street, entered from George or York Streets, are reserved for doctors' patients at the following times: Monday through Friday, 8 a.m. to 5 p.m., and Saturday, 8 a.m. to noon. Please note that Doctors' offices are open some holidays.
2. Guests may park day and night in one of the Visitor's Parking spaces in the Crown Street Lot, on a first come first serve basis, by arrangement with the doorman. If a parking permit is not obtained from the doorman, a visitor's car will be towed.
3. Check with the doorman for any special instructions about parking if a heavy snowstorm is expected.

Pest Control

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 you cannot eliminate, request maintenance assistance.
3. If necessary, the Board may take action without prior notice, to correct a pest problem in a lessee's apartment.

Pets

1. No pets are allowed, except that the Board of Directors may give special consideration in exceptional cases.
2. Birds or other animals shall not be fed from balconies or windows, or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.

Plumbing

1. Washing machines are not permitted in apartments due to the plumbing system of the building.
2. No trash or sweepings may be thrown into toilets.
3. Any leaks or dripping should be reported for maintenance service as quickly as possible.

Right of Entry—Keys

1. When authorized by the Board, building staff may enter apartments to make necessary repairs, provided advance notice is given, and a notice is left afterward.
2. In cases of emergency, staff may enter without prior notice.
3. If apartment locks are changed, a copy of the new key must be given within 24 hours to the building manager, or to the building staff. If a copy is not given, the staff can break in with authorization of the Board, and in the case of an emergency, without notice, at the owner's expense. (See caption 25 in the proprietary Lease, page 44, for further elaboration of these House rules.)
- 4.

Trash and Garbage

1. Trash and garbage shall be disposed of in small bags, tied and closed, and dropped in the chute in the trash room (this includes vacuum cleaner bags).
2. Newspapers shall be piled neatly on the rack. Follow other directions as posted.
3. For disposal of very large items such as furniture consult with building staff.

Other

1. Messengers, tradespeople and guests should be told to speak to the doorman. They will be asked to sign in and out, and to call resident from foyer telephone.
2. No resident may send any employee of the Co-op out the building on any private business of the resident during the employee's working hours.

3. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale in any apartment without prior consent of the Board.
4. Complaints regarding the service of the building shall be made in writing to the managing agent of the building.
5. Bicycles are allowed to enter the building only by way of the basement ramp. Bicycles shall only be placed in the third elevator with the padding. Bicycles shall not be stored in the stairwells or on balconies.
6. Any consent or approval given under these House Rules by the Board shall be revocable at any time.

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 its 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 of By-Law changed January 28, 2004.”

House Rules effective August 6, 2007

University Towers Resident Parking Policy

Residents must fill out a Vehicle Registration form. Once you return your completed registration form to the management office, you will be issued a parking permit “sticker”. This sticker is specially coded with a three-digit number that is assigned to your registered vehicle **The parking permit MUST be placed on the inside of the right front windshield of your vehicle.**

This process is designed to help us better track our parking inventory and keep unauthorized vehicles from parking on University Towers property.

Permitted Hours

University Towers Residents are permitted to park in the George Street and York Street parking lots during the following hours ONLY:

- Monday – Friday between 5:00 pm and 8:00 am.
- Saturdays from 12:00 pm on, and all day on Sundays.

ANY VEHICLE PARKED IN THESE PARKING LOTS OTHER THAN THE TIMES LISTED ABOVE WILL BE TOWED WITHOUT NOTICE OR WARNING AT THE OWNERS EXPENSE.

Any vehicle not displaying a parking sticker on its windshield will be towed to: **York Towing, 322 Davenport Avenue**. York Towing will charge \$88 for the tow, plus storage fees, if applicable.

For your convenience residents may obtain a **vehicle registration form** at the front desk or in the Management Office in Suite 1-E. The Management office is open Monday – Friday from 9:00 am to 5:00 pm.

--University Towers Management

