

University Park Apartments

1709 Shattuck Avenue, Suite 400, Berkeley, CA 94709

Email: manager@upapartments.com



UNIVERSITY PARK APARTMENTS STATEMENT OF RENTAL POLICY

WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, or national origin. We also comply with all state and local fair housing laws.

APARTMENT AVAILABILITY POLICY. Generally, apartments are advertised for rent 10 days after we receive a 30 day notice of intent to vacate from a resident. The exception to this is if a resident does not give us 30 days notice of intent to vacate.

OCCUPANCY GUIDELINES. To prevent overcrowding and stress on the building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow 1 person per studio and 2 people per one bedroom unit.

APPLICATION PROCESS. We evaluate every apartment application in the following manner. You must complete and submit our rental application (or an application that supplies the same information that we request) and answer all questions on the form. Co-signers or guarantors (see under Rental Criteria) must also complete and submit our rental application. From the information you provide in answer to the application questions, we will check your employment and rental references to confirm that you meet our rental criteria; we will use this information to determine whether or not you qualify for the apartment. If you do not, we may reject your application. If you do, we will send your application to our screening company, which will check your credit report to confirm that it also meets our rental criteria. If you meet all of our rental criteria, we may approve your application. This process can be accelerated by asking your references to return our inquiries promptly. We will rent available apartments to applicants in the order that their applications are approved, but preference is given to current University Park residents who have an excellent history in relation to this office and community.

RENTAL CRITERIA. The following are guidelines we use to select qualified applicants:

Income. Your monthly income must be at least two-and-a-half (2.5) times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed by a co-signer. If you are unemployed, you must provide proof of an adequate source of income, or savings totaling at least thirty (30) times the monthly rent (the equivalent of one year's minimum monthly income amount).

Rental history. You must have satisfactory rental references from at least two prior property managers/owners. If you have ever been evicted or sued for any lease violation, we may reject your application. If you do not have a rental history (i.e., students), you must supply us two satisfactory references from persons in positions of authority who will attest to your responsibility.

Credit history. Your credit report must be satisfactory. If your credit history shows any delinquencies or unpaid debts, we may reject your application.

Criminal history. If you have ever been convicted of a felony, we may reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we may reject your application.

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Guarantors. If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

Punctuality. We expect punctuality in meeting all appointments and payments. If you fail to meet at an appointed time or inform us of the circumstances which prevented you from doing so, we may reject your application.

Resident transfers. As stated above, we do give preference to current residents in excellent standing who wish to change units on the property. To be considered a resident in excellent standing, the resident must have: a flawless rent-payment history, obeyed all apartment rules and regulations, and been the cause of no reasonable complaints from other residents. We do not allow internal transfers during our months of peak turnover: May, June, July, August, December, or January. Other exclusions apply.