

# Waverly Street Apartments

## Property Information



**OFFICE ADDRESS** 348 Waverley Street, Menlo Park CA 94025  
(pick up keys at 424 Oak Grove Street, Menlo Park CA 94025)

**CONTACT INFO** Office: (650)677-1525

**OFFICE HOURS** Monday – Friday, 9:00 a.m. – 5:00 p.m. Weekends by appointment only.

<b>MAINTENANCE &amp; REPAIRS</b>	<ul style="list-style-type: none"> <li>For maintenance requests, email property staff at <a href="mailto:kwilcox@spiekercompanies.com">kwilcox@spiekercompanies.com</a>.</li> <li>For broken or missing furniture, email <a href="mailto:offcampushousing@stanford.edu">offcampushousing@stanford.edu</a>.</li> </ul>
<b>EMERGENCY MAINTENANCE</b>	<ul style="list-style-type: none"> <li>Emergency maintenance issues (fire, flood, hazardous materials, etc.) should be reported immediately and at any time by calling (800) 807-3154.</li> </ul>
<b>LAUNDRY</b>	<ul style="list-style-type: none"> <li>Some apartments at Waverly Street Apartments will have laundry appliances in-unit, but there are also laundry facilities onsite.</li> </ul>
<b>LOCKOUTS</b>	<ul style="list-style-type: none"> <li>Contact your onsite property manager at (650)324-0212 from 9:00 a.m. to 5:00 p.m. Monday through Friday. If you are locked out after office hours and before 7:00 p.m., contact the Off-Campus Housing Service Center at (650) 721-1170 or visit the HSC at 735 Campus Drive. For lockout assistance any other time 24/7, call Stanford's R&amp;DE CARE Team at (650) 725-1602. The first lockout is complimentary, and a \$45 fee is charged after that.</li> </ul>
<b>MAIL &amp; PACKAGES</b>	<ul style="list-style-type: none"> <li>Use your correct mailing address, your assigned mailbox, and follow Waverly Street Apartments instructions for packages.</li> </ul>
<b>PARKING PERMITS</b>	<ul style="list-style-type: none"> <li>There may be only one assigned parking space per unit. Roommates will need to coordinate parking. Additional street parking is available, but be aware of street parking limitations around the complex from 2:00 a.m. – 6:00 a.m.</li> </ul>
<b>QUIET HOURS</b>	<ul style="list-style-type: none"> <li>Everyday from 10:00 p.m. – 9:00 a.m.</li> </ul>
<b>COMMUNITY RESOURCES</b>	<ul style="list-style-type: none"> <li>Visit the Waverly Street Apartments website for a site map of the property and other local resources <a href="http://www.348waverlyapts.com">www.348waverlyapts.com</a></li> </ul>
<b>SUBLICENSING &amp; PETS</b>	<ul style="list-style-type: none"> <li>Sublicensing is not permitted in Off-Campus Subsidized Student Housing.</li> <li>Pets are not permitted in Student Housing. Even if the property allows pets, your contract is with Student Housing, and pets are not allowed in your unit.</li> </ul>
<b>RENTER'S INSURANCE</b>	<p>If your family homeowner's insurance plan does not cover your personal property from loss, damage, or theft, consider buying renter's insurance. Stanford University does not carry insurance covering personal property, is not liable for, nor does it assume, any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables, or other personal property. Two widely accepted companies that provide competitive personal property insurance coverage for students are National Student Services (www.nssi.com) and College Student Insurance (www.collegestudentinsurance.com).</p>
<b>CABLE &amp; INTERNET</b>	<ul style="list-style-type: none"> <li>Cable service is not provided. If interested in cable service, you can set up your own account with a service provider.</li> <li>For internet issues, contact the OCH Operations Team at <a href="mailto:offcampushousing@stanford.edu">offcampushousing@stanford.edu</a>.</li> </ul>

*This information sheet is prepared for Stanford students residing in Stanford University-subsidized off-campus housing only. Content of this document is subject to change without notice. For questions, email [ochservicecenter@stanford.edu](mailto:ochservicecenter@stanford.edu).*

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