## Office Address
488 Winslow Street, Redwood City CA 94063

## Contact Info
Office: (650)216-9142

## Office Hours
Monday – Friday, 9:00 a.m. – 6:00 p.m. Weekends by appointment only

| Maintenance & Repairs | For routine maintenance requests, call (650) 216-9142 or email property staff at Maintenance@LiveLocale.com  
|                       | For broken or missing furniture, email offcampushousing@stanford.edu |
| EMERGENCY MAINTENANCE | Emergency maintenance issues (fire, flood, hazardous materials, etc.) should be reported immediately and at any time by calling the emergency line at (650) 380-6268. |
| LAUNDRY               | Each Locale apartment comes equipped with its own in-unit washer and dryer. |
| LOCKOUTS             | If you are locked out of your apartment Monday – Friday, 9:00 a.m. – 5:00 p.m., contact your on-site property manager at (650)216-9142. For lockout assistance after hours but before 7:00 p.m., please call the Off-Campus Housing Service Center at (650) 721-1170 or visit the HSC. For lockout assistance after 7:00 p.m., call Stanford’s R&DE CARE Team at (650) 725-1602. |
| MAIL & PACKAGES      | Use your correct mailing address, your assigned mailbox and follow Locale Apartments instructions for packages. |
| PARKING PERMITS      | Parking garage requires a fob for entry. There may be only one assigned parking space per unit. Roommates will need to coordinate parking. |
|                       | We are unable to add additional parking spot, per the lease agreement. |
| QUIET HOURS          | Everyday from 10:00 p.m. – 9:00 a.m. |
| COMMUNITY RESOURCES  | Visit the Local Apartments website for a site map of the property and other local resources [www.livelocale.com](http://www.livelocale.com) |
| SUBLICENSING & PETS | Sublicensing is not permitted in Off-Campus Subsidized Student Housing.  
|                       | 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. |
| RENTER'S INSURANCE   | 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](http://www.nssi.com)) and College Student Insurance ([www.collegestudentinsurance.com](http://www.collegestudentinsurance.com)). |
| CABLE & INTERNET     | Cable service is not provided. If interested in cable service, you can set up your own account with a service provider.  
|                       | For internet issues, contact the OCH Operations Team at offcampushousing@stanford.edu. |

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.

October 2021