

Welcome to Manville Apartments!

Dear Manville Tenant:

We are delighted you have chosen Manville as your new home!

All Manville residents are responsible for the guidelines listed in **the Residential Code of Conduct:**

<http://reslife.berkeley.edu/conduct/residential-code-conduct>.

If your lease begins after the first of the month your rent will be prorated, and the prorated amount will be reflected on the My Finances tab on your Cal Central portal. Please refer to <http://studentbilling.berkeley.edu/> for instructions on how to pay your rent.

Check-In

To claim your keys: present your lease and photo ID at the Unit 3 Office, 2400 Durant Ave. The Unit 3 phone number is 510-642-5391. Unit 3 office will be open for check in (**remember you can NOT pick up your keys until the start date on your lease**):

| | |
|---------------|------------|
| Monday-Friday | 8 AM-5 PM |
| Saturday | 11 AM-3 PM |
| Sunday | Closed |

Utilities – Contact PG&E far in advance of your arrival!

The University provides water, garbage disposal, in-room Ethernet, and basic cable TV. **You must contact** Pacific Gas and Electric (PG&E) to arrange for electricity service which fuels the heating conductor and stove. (Phone number below). You **use your apartment number when you call, and disregard the letters ‘MN’ and ‘A’ in your apartment number.**

Telephone Service

At Check-in, you will receive your apartment’s telephone number. Call Residence Telephone Services to set up a long-distance account. Each student will be billed a semester service fee for telephone access. For the academic year 2012-2013, the telecommunication fee was \$32.00 per semester charged as a one-time fee each semester to your Centralized Accounts Receivable (CARS) account.

Parking

You may contact Parking & Transportation Services (<http://pt.berkeley.edu>) for a possible space in the nearby Haste/Ellsworth lot. Please note: they do **NOT** manage the small number of spaces in Manville. Please note that street parking is limited and meters are strictly enforced.

Bicycles: Free parking is available in the bike cages in Manville garage. Please park your bike in the spaces marked.

Storage Lockers

You may arrange with the Assignments Office to have a storage locker which is located in the Manville garage.

If you have any questions, please contact Debbie Cohen at **(510) 643-3716** or email dcohen1@berkeley.edu.

Welcome to Cal. **GO BEARS!!!!!!!**

Debbie Cohen, Single Student Graduate Apartments Specialist
Erica Plasencia, Resident Director

IMPORTANT NUMBERS:

| | |
|--|-----------------------------|
| Unit 3 Office (maintenance, keys) | 642-5391 |
| Assignments Office (Manville leases, parking, storage lockers) | 642-4108 |
| Parking & Transportation | 643-7701 |
| Residential Computing (computer support, Ethernet access) | 642-4357 642-HELP |
| Residence Tel. Services (rts.berkeley.edu) | 642-4625 |
| Pacific Gas & Electric ("PG&E," electricity, heat) | 800-743-5000 |