

# INN TOWN INFORMER

## Move-In Guidelines and Procedures

WE WANT TO REMIND YOU OF A FEW DETAILS TO HELP MAKE YOUR MOVE AS SMOOTH AND EFFICIENT AS POSSIBLE. NOT EVERYONE IN YOUR APARTMENT WILL RECEIVE A HARD COPY OF THIS NEWSLETTER, SO PLEASE SHARE THE INFORMATION PROVIDED BELOW WITH THE REST OF YOUR GROUP VIA TEXT OR EMAIL. (EACH OF THE RESIDENTS WHO PROVIDED US WITH AN EMAIL ADDRESS WILL RECEIVE A GENERAL ELECTRONIC COPY OF THIS NEWSLETTER, ALSO LOCATED ON OUR WEBSITE, BUT IT WILL NOT HAVE SPECIFIC INFORMATION ABOUT YOUR ADDRESS, MOVE-IN DATE, AND RENT AMOUNT. PLEASE SHARE THE FILLED IN INFORMATION WITH YOUR ROOMMATES.)

ALL PAPERWORK MUST BE TURNED IN AND ALL SECURITY DEPOSIT AND RENT MUST BE PAID BY YOUR MOVE-IN DATE OR NO ONE ON YOUR LEASE WILL BE PERMITTED TO MOVE INTO THE APARTMENT. IF YOU HAVE OUTSTANDING PAPERWORK (unfinished master leases or cosigned leases, uncompleted applications) OR OWE A DEPOSIT BALANCE, PLEASE REMIT IT NOW.



### YOUR APARTMENT ADDRESS REMINDER:

**Your move-in date is August \_\_\_\_\_**

Your apartment's total monthly rent is \_\_\_\_\_

\*Security Deposit payments that have already been paid DO NOT count as rent\*

**All rent for the apartment must be turned in before ANY keys can be given out. Therefore, if you have roommates and are planning on arriving in Columbus at separate times, you are able to mail in your rent separately to our office ahead of time to the 2104 Tuller St. location. This ensures that if some residents arrive earlier than others, they will not have to wait to move in.**

**NO storage units (PODS, Uhaul pods, etc.) are permitted on our properties (including parking lots) at any time for any reason. NO EXCEPTIONS!**

### How much rent do we owe on move-in day?

**ALL RESIDENTS:** FIRST AND LAST MONTH (AUG 2017 & JULY 2018) RENT INSTALLMENTS ARE TO BE PAID IN FULL ON OR BEFORE THE DAY YOU MOVE IN.

PLEASE ARRANGE WITH YOUR ROOMMATES TO HAVE THE ENTIRE FIRST AND LAST MONTHS RENT WITH YOU WHEN YOU COME TO MOVE IN. **NO ONE WILL BE ABLE TO MOVE IN WITHOUT THE ENTIRE APARTMENT'S RENT.** AGAIN, BEFORE ANY KEYS ARE GIVEN OUT, ALL RENT AND SECURITY DEPOSIT MUST BE PAID IN FULL AND ALL PAPERWORK COMPLETED! **NO EXCEPTIONS WILL BE MADE.**

Payment can be made in a personal check, debit card with pin entry (must be done in office only, cannot be paid via phone), money order, or cashier's check. **NO CASH OR CREDIT CARDS WILL BE ACCEPTED!** Once the full rental amount is paid, all keys (door and mailbox) will be issued. Only residents on lease and their cosigners can pick up keys (no friends or other family members).

On your assigned move-in day, please come to our main office at 2104 Tuller St.

#### **OFFICE HOURS FOR MOVE-IN DAYS:**

Monday, August 14th, 9:00am to 6:00pm

Wednesday, August 16th, 9:00am to 6:00pm

Thursday, August 17th, 9:00am to 6:00pm

\*\* After Thursday August 17th, we will resume normal business hours of Monday-Friday 10am-6pm.

## Utilities

**DON'T FORGET TO HAVE YOUR UTILITIES TURNED ON.  
CONTACT THE FOLLOWING COMPANIES UP TO  
10 DAYS IN ADVANCE TO ARRANGE SERVICE:**

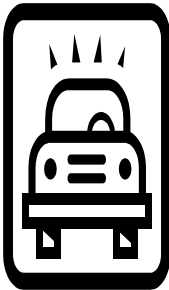
**American Electric Power 1-800-277-2177**  
or online at [www.aep.com](http://www.aep.com)  
(for all addresses not serviced by City of Columbus Electric)

**City of Columbus Division of Electric 614-645-7360**  
(only services the following addresses: 31-33 Frambes, 30-36 Woodruff, 35-37-39 Lane, 95-97 E. Lane, 132-140 W. Lane, 230-232 W. 9th, 1699-1701 N. 4th St., 1743-1745 N. 4th St. and 1842-1844 N. 4th St.)

**Columbia Gas 1-800-344-4077**  
or online at [www.columbiagasohio.com](http://www.columbiagasohio.com)

**Spectrum Cable & Internet (formerly known as Time Warner) 614-481-5050**  
or online at [www.twcol.com](http://www.twcol.com)

## Parking



All parking passes (except garage passes) will be sold at our office on move-in day.

**Credit cards will not be accepted for any parking passes.**

Each parking pass will cost \$100 for the lease term, unless you live in a garage address (see below). All **non-garage** passes must be purchased by August 31st at 5pm or they will go on sale to other residents of your building.

Residents living at **30-36 E. Woodruff or 31-33 E. Frambes** purchase **garage passes** which cost \$540 for the lease term. These are purchased on move-in day at the Ohio Stater office, located in front of your complex at 2060 N. High St. You will also need to pay a one-time refundable deposit of \$100 for a security gate remote for this garage. They will be open from 10-5pm on Monday, August 14th. All garage passes must be purchased by August 26th at 5pm or they will go on sale to other residents.

ALL LOTS WILL BE TOWED ON A CONTINUOUS BASIS, SO IT IS IMPORTANT TO IMMEDIATELY PURCHASE YOUR PASS.

\*Remember, there are a limited amount of passes allotted in each parking lot for your apartment, per the lease agreement.\*

## **REMEMBER:**

FIRST AND LAST MONTH RENT INSTALLMENTS FOR ALL ROOMMATES ARE TO BE PAID IN FULL THE DAY YOU MOVE IN. NO ONE WILL BE ABLE TO MOVE IN UNTIL THE ENTIRE APARTMENT'S RENT & COMPLETED PAPERWORK ARE TURNED IN



We send this newsletter out as a courtesy to our future residents. Due to the large number of residents that we have, we are only able to send this newsletter to one or two roommates per apartment. **This means you must pass along this information to all of your roommates. Thank you!**

**For your convenience, you can also find a generalized electronic copy of this Informer on our website under the Download Forms tab.**

**INN TOWN HOMES & APARTMENTS**  
2104 TULLER ST. COLUMBUS, OH 43201  
(614) 294-1684

**PLEASE EMAIL ANY QUESTIONS TO: [INFO@INNTOWNHOMES.COM](mailto:INFO@INNTOWNHOMES.COM)**