



# **INN TOWN HOMES**



## **MOVE-IN PACKET**

### **Very Important! Please Read Thoroughly!**

#### Attached are the following:

- Important Phone Numbers (should be posted for all roommates to see)
- Important Inn Town Policies
- Important Maintenance Reminders
- Phone & Cable Outlet information
- Roadrunner & Cable installation permission sheets
- Copy of Porch and Deck Addendum

\*You will receive your Master Contact Form, Maintenance Request Form and Move-in Checklist on your move-in day with your keys. Those forms will need to be filled out and returned to our office within 5 days of moving in.\*

## **Welcome to Inn Town Homes!**

### **Have you hooked up your utilities?**

**If you have not yet hooked up your utilities do so immediately, or they will be disconnected.**

#### City of Columbus Electric

(35-37-39 E. Lane , 132-140 W. Lane, 31-33 E. Frambes, 30-36 Woodruff,  
230-232 W.9th, 1699-1701 N. 4th St., 1743-1745 N. 4th St.  
and 1842-1844 N. 4th St.)

614-645-7360

#### American Electric Power

or online at [www.aepohio.com](http://www.aepohio.com)

800-277-2177

#### Columbia Gas

or online at [www.columbiagasohio.com](http://www.columbiagasohio.com)

800-344-4077

#### Spectrum Cable/Internet (formerly Time Warner Cable)

or online at [www.twcol.com](http://www.twcol.com)

614-481-5050



## **Inn Town Homes Important Phone Numbers**

- **Maintenance Line:** 614-294-9628  
(All maintenance requests)
  
- **Maintenance Emergencies ONLY:** 614-595- 6530  
(This is for no heat, no water, water leak, etc. emergencies only)
  
- **Office Phone:** 614-294-1684  
Rent/Collections Manager – Laurie Bone  
Leasing Manager – Jill Kaikis  
Maintenance Supervisor – Jim Harms (614-294-3502)
  
- **Iuka Park Office (also the Maintenance Office):** 614-294-3502
  
- **Fire Department (call 911 for emergencies):** 614-221-2345
  
- **Columbus Police (call 911 for emergencies):** 614-645-4545
  
- **OSU Police:** 614-292-2121
  
- **C & M Towing:** 614-291-2101
  
- **Fax Number (Inn-Town):** 614-294-2675
  
- **City Permit Parking:** 614-645-6400\*

\*If you are getting a city parking permit, you must have a copy of your lease and a valid vehicle registration. The City Permit Parking office is located at 2700 Impound Lot Rd. OSU's Neighborhood Services and Collaboration will be selling city parking permits the first week of classes at the Ohio Union.

**City of Columbus (Service Call Line) Dial: 311 or Email: [311.columbus.gov](mailto:311.columbus.gov)**  
(There is a 10-15 second wait after dialing before the call goes through)  
**This number is for reporting any city related matters such as:**  
WATER, SEWER, ELECTRIC, POTHOLES

**Inn Town Homes & Apartments**  
**2104 Tuller St.**  
**Columbus, OH 43201**  
**(614) 294-1684**  
**info@inntownhomes.com**

Dear New Residents:

Welcome to your new apartment at Inn Town Homes!

We would like to take this opportunity to explain a few policies and rules to help make your stay with us an enjoyable one! The following information relates to rent paying, parking rules, maintenance requests and move-in checklists. If you have further questions or concerns, please contact our office during business hours.

1. **RENT PAYING:** Probably the most important thing to remember is that your rent is due **BY THE FIRST DAY OF EACH MONTH**. Payment can be made in a personal check, money order, debit card with pin entry or cashiers check. Rent may be mailed or dropped off in person. If the office is closed, we have a 24-hour drop slot to the left of the main door of the office at 2104 Tuller Street. Rent must be paid in **FULL** in one check (if paying by check) or one debit transaction. Please make sure your apartment address is always on any checks, money orders, correspondence, etc.
  
2. **PARKING POLICIES:** The towing company tows **ALL** lots throughout the entire year (even over breaks). If you will have a car parking in the lot you **MUST** purchase parking passes the day of move-in or **YOU WILL BE TOWED**. Parking policies differ at the Woodruff and Frambes buildings, although they also tow 365 days a year. Passes must be affixed to the rear passenger -side interior window **AT ALL TIMES**. If the pass is lost or damaged, you are responsible for picking up a replacement immediately.
  - If you are not sure where to park, please contact the office. If you are towed, the company's name is C&M Towing and their telephone number is 614-291-2101.
  - OSU's Neighborhood Services and Collaboration will be selling City Permit Parking for the streets in permit areas the week before school starts. You can contact them at 614-292-0100 or go to their website at [www.offcampus.osu.edu](http://www.offcampus.osu.edu) to find out the exact dates. After that they can be purchased downtown at 2700 Impound Lot Rd. (614-645-6400).

Please note that if you do not buy the parking passes allotted to your apartment by August 30th , we will sell them to another apartment in your building on a first come first served basis with the exception of parking lots with block-in rows. Therefore, if you are interested in additional passes, please check the front door of our office on August 30<sup>th</sup> after 6pm. There will be a list of buildings posted on our office door that have extra spaces. You can only buy a pass for your building. Extra passes will go on sale first come, first serve on Thursday, August 31<sup>st</sup> at 10am. Extra passes are rare, so please do not depend on this.

If you live in the Woodruff or Frambes buildings you will need to purchase your allotted parking pass(es) by August 26<sup>th</sup> by 5pm. Contact the OSI office at 614-294-5381 for information about buying passes or visit their office at 2060 N. High St., located in front of your complex.

3. **MAINTENANCE REQUESTS:** Please bear with us in this hectic time as far as your maintenance requests are concerned. Service will be scheduled on a priority basis. The maintenance number for necessary repairs is 614-294-9628, please leave a message on the machine with your name, apartment address and unit or you may submit your request online at [www.inntownhomes.com](http://www.inntownhomes.com) under the

maintenance tab. If you are missing items such as outlet covers, light covers, shelf clips, etc. please pick them up at the maintenance office (442 E. Northwood Ave.). Light bulbs, telephone jacks and cable TV outlets are NOT maintenance items.

4. **MAINTENANCE FORM:** A maintenance request form will be provided for your convenience when you first move-in; in case any maintenance work was missed.
  - Throughout the year maintenance problems should be called into the Maintenance Line at 614-294-9628 or submitted online at [www.inntownhomes.com](http://www.inntownhomes.com) under the Maintenance tab.
  - You may drop off the form at our main office on 2104 Tuller St. or the Iuka Park Office at 442 E. Northwood Ave.
  
5. **MOVE-IN CHECKLIST:** This form is given to you on move-in day and should be used by new residents at move-in to document the condition of the rental unit. Answer ALL questions that apply to your apartment/house. If necessary, be AS SPECIFIC AS POSSIBLE. When used properly, this form helps to prevent conflict in the landlord-resident relationship. It allows both parties to make a thorough assessment of the rental unit. With this assessment, both the tenant and the landlord will be able to determine obligations concerning any DAMAGE done to the property. Please do not include maintenance requests on the Move-In Checklist! This form is for COSMETIC DAMAGE only. A maintenance request form is provided in this packet for maintenance problems.

Move-In Checklist must be returned to our office no later than FIVE DAYS AFTER MOVE-IN. If mailed, checklists must be postmarked no later than FIVE DAYS AFTER MOVE-IN. They will not be accepted after that date. Please make a copy of the Move-In Checklist to keep with your records before mailing it in.
  
6. **PETS:** There are to be no pets in the apartments at any time; not even for a visit. Finding a pet in your apartment could lead to an eviction. Assistance animals require proper documentation as to be verified by our attorney. Please contact our office for further detail.
  
7. **DECORATIONS:** Please remember when moving into your apartment, no stickers are permitted on any of the walls or ceilings. Permanent shelving, double sided tape, blue gum labels etc. or anything that might damage the drywall cannot be used. No walls may be painted at any time by the residents.
  
8. **PORCH AND DECK POLICIES:** No sofas, upholstered or wooden chairs or interior furniture of any kind may be on the exterior of the premises. This is a law that is enforceable by the City Code Officers and is punishable by fines and court visits.

Once again we would like to welcome you to your new home and we hope that you enjoy your experience living with Inn Town Homes. If you have any questions or problems, please contact our office between 10am and 6pm weekdays at 614-294-1684. For emergencies after business hours, call 614-595-6530.

Sincerely,  
Inn Town Homes Staff

## **Important Maintenance Reminders:**

**Please read & post for all roommates to see**

- Please call the Inn Town Homes Maintenance number (614-294-9628) for all maintenance concerns or go to our website [www.inntownhomes.com](http://www.inntownhomes.com) and submit a maintenance request online under the maintenance tab. You will need to leave a message on the voicemail system describing your maintenance problem. You will not receive a call back unless they have a specific question regarding your maintenance problem. Just be sure to leave your name, street address, and apartment letter.
- Keep in mind that the maintenance office is located in a separate location from the main office. Calling the main office with a maintenance request does not get your request through faster. The staff at the main office does not receive reports from the maintenance staff on the status of your requests. The fastest way to get your request heard is to call the maintenance line or submit a maintenance request online.
- Remember that we do not replace light bulbs, unless they are burnt out when you move in. [This does not include appliance bulbs (i.e. refrigerator bulbs). We will replace these bulbs at no charge to you.] You have SEVEN DAYS from the time you move in to request replacement bulbs for burnt out bulbs. Please note: using the wrong type of bulb (too high wattage, etc.) can damage wiring & sockets, causing electrical fires or damage for which you will be held responsible.
- Please purchase a plunger for your apartment. Most calls to maintenance regarding toilet clog problems require only a plunger to fix. You may save yourself waiting time and a maintenance fee.
- For those of you that are not accustomed to having a gas stove, please note the top of your range will always feel warm to the touch. The pilot lights under the range top must be lit at all times, thus making the range top always feel warm.

**The Inn Town Homes Maintenance # is 614-294-9628**

**Maintenance Request Online**

**[www.inntownhomes.com/request-maintenance/](http://www.inntownhomes.com/request-maintenance/)**

**Emergency maintenance #: 614-595-6530**

## **PET POLICY**

Our pet policy tolerates **NO PETS** whatsoever. This includes “visiting” pets. Even “visiting” pets can bring in fleas, pet dander, pet waste, etc. The following are penalties that you will incur if you are found with a pet:

- **\$150** per day from the day the pet entered the premises to the day the pet is permanently removed
- **\$375** exterminating fee
- **\$75** deodorizing charge
- Cost of replacing ALL carpet in your apartment (**up to \$30 per yard**)

All in all, having a pet could cause everyone in your apartment to be evicted and cost you and your cosigner thousands of dollars. Do not attempt to sneak a pet into your apartment. You will be caught. Assistance animals require proper documentation as to be verified by our attorney. Please contact on our office for further detail.

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## **DEEP FRYING PROHIBITED**

After experiencing a recent fire in one of our buildings that caused over \$60,000 in damages, Inn Town Homes strictly prohibits deep frying and the use of deep fryers in our apartments.

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## **LIKE BEER PONG? HAVE \$700?**

Many students have decided that our doors make great beer pong tables. Unfortunately, our door color and size has recently been discontinued. Any doors which need to be replaced are considered custom doors and will cost YOU \$700 per door!

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## **BROKEN BOTTLE POLICY**

Due to the high volume of broken beer/liquor bottles over the past several years, Inn Town Homes has been forced to adopt a “No Tolerance” Glass Bottle policy. Should we witness or receive information that you or any of your guests are throwing/breaking glass bottles in/around your complex, we will consider this a breach of contract and it will result in one or all of the following actions:

- 1) Fines for cleaning the broken glass
- 2) Contacting the cosigners of the lease
- 3) Possible eviction if problems/injuries arrive from the broken glass or if you continue to throw bottles

We would like to thank you in advance for your cooperation in helping to keep your living environment safe.

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## **INTERNET/CABLE SERVICE**

You are permitted to install cable outlets in your bedrooms at your own expense; however, a permission slip is required by Spectrum (formerly known as Time Warner Cable) to do so. Enclosed is a permission slip for Spectrum. Our buildings are exclusively wired for Spectrum and do not allow any other companies to add wiring or new boxes to our buildings. Absolutely NO satellite dishes will be permitted. NO cable wires are allowed to be run under the carpet.

**Inn Town Homes & Apartments  
2104 Tuller St.  
Columbus, OH 43201  
(614) 294-1684  
Fax (614) 294-2675**

**SPECTRUM CABLE PERMISSION SLIP**

To Whom It May Concern:

This letter is to give permission to the resident(s) of \_\_\_\_\_  
to have additional cable/roadrunner outlets installed in their apartment. These outlets may be installed **ONLY** if  
the following conditions are met:

- 1. The residents pay for any and all costs incurred with the installation.**
- 2. No exterior drilling to the structure is made.**
- 3. No damage is done to any of the interior structure.**
- 4. No wires are to be run under the carpet.**

If you have any questions, please contact us at 614-294-1684 Monday through Friday,  
10 A.M. to 6 P.M.

Thank you,

*Jill Kaikis*

Jill Kaikis, Manager Inn Town Homes

Inn Town Homes & Apartments  
2104 Tuller St.  
Columbus, OH 43201  
(614) 294 - 1684

**Applies only to apartments/houses that have a porch or deck.**

**\*\*COPY FOR YOU TO KEEP\*\***  
**Porch and Deck Addendum**

We the residents of \_\_\_\_\_ agree to adhere to the following rules and regulations regarding porches and decks:

1. No sofas, or cushioned chairs of any kind (this is a law that is enforceable by the City through fines and court visits), beer kegs, trashcans or other inappropriate items are permitted on the porch/deck area. If any of the above mentioned items are present, they will be removed at a fee of \$50.00 per occurrence. Nice patio furniture without cushions is acceptable.
2. No electric beer signs, Christmas lights (except for any Ohio State related Christmas decorating contests which must be taken down by start of second semester), string lights, etc. or speakers are to be mounted to the exterior deck or porch whatsoever.
3. Please keep deck/porch and yard area free of filth and debris. Your deck is not a trashcan, there is a dumpster provided for your trash. Trash cleanups will be documented and your complex will be charged a fee for cleanup that will come out of your security deposit at the end of your lease.
4. Due to recent fires on campus caused by grills, grills are not permitted on porch or decks.
5. Clean up after parties. You are responsible for cleaning up after every use of your porch or deck within 24 hrs. of having a party. If an Inn Town Homes representative has to clean up your mess, you will be charged up to 115% of the cleaning costs.
6. Lessee agrees to scrub and thoroughly clean the porch/deck and exterior siding at the end of the lease term as to remove all residues from spills and other dirt. Failure to do so will result in a \$100 power-washing fee in addition to a repainting charge if necessary.