

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

ANSWERS TO FREQUENTLY ASKED QUESTIONS

## LEASING WITH INN TOWN HOMES

### **How do I find an apartment through Inn Town Homes?**

- **The 1<sup>st</sup> step** - Once you have decided on your number of roommates, the area of campus you are interested in, and your price range, you can call our office to set up an appointment. Our highly trained staff can take you on a guided property tour. Your group will get a 1 hour appointment which allows you to view 4 to 5 properties. We strongly suggest all or the majority of roommates be present for the appointment. This will help expedite your decision and allow you to get your 1<sup>st</sup> choice of apartments. We begin making appointments after our current residents' renewal deadline has passed, which can start 10/4/2017. The first available appointment will be on 10/10/2017.
  - **I DON'T WANT TO WAIT UNTIL YOUR RENEWAL DEADLINE BECAUSE I ALREADY KNOW WHICH PROPERTY I WANT TO RENT!** : If you have an apartment or home in mind that you already know you would like to rent, you can apply our EARLY RENTAL OPTION by getting the current residents to sign their apartment over to you before their renewal deadline of 10/3/2017. In order to do this, you can find an EARLY RENTAL OPTION FORM under the "Download Forms" section of our website. All current residents on-lease would have to sign the form. You would then bring in your form, along with your Lease Holding Fee (security deposit – see below), to our office between the hours of 10am-6pm weekdays.
- **Now what do we do?** - When you decide you want to rent an apartment, you must pay a **Lease Holding Fee** for the apartment. A lease holding fee is typically equal to a month's rent and keeps the apartment off the market until you move in. **The Lease Holding Fee is required to begin the rental process.** This fee may be paid in cash, check, money order, or credit card. Once you move into your apartment, this money paid becomes your security deposit. The security deposit makes sure residents pay all rent during the year and leave the apartment in good condition upon vacating. The deposit will be refunded within 30 days after the end of your lease date, minus any damages and unpaid rent/fees.
- **Once you've remitted the Leasing Holding fee, you will receive the following paperwork:**
  - **Master lease**– due one day after the deposit is remitted – this lease is signed by each intended resident of the apartment and is a jointly and severally liable contract.
  - **Cosigner leases and applications** – due within 10 days of payment of the deposit/holding fee – each intended resident receives one cosigner lease and application to be filled out with their respective cosigner (Cosigners must be a parent or guardian). These leases are limited in liability by the number of residents of the apartment. Cosigner's signature must be notarized by a notary public. **There is no application fee!**

**\*\*All deposits, leases, and applications must be received by Inn Town Homes within 10 days of the deposit.**

\*\*Failure to do so may result in re-rental of apartment.

Once all the paperwork is complete and the lease and holding fee is paid, you have successfully rented an apartment from Inn Town Homes!

### **What if I want to see my apartment again after I rent it?**

Due to the high volume of persons looking at apartments in October through January, once you rent an apartment, we ask that if you need to see the unit again that you either make arrangements to do so on your own by knocking on the door or contacting our office in the month of March to schedule an appointment. We have floor plans for most of our apartments, and you can request a copy in our office. Beginning April 1st, we will downsize our staff and will no longer have extra personnel to take you on these appointments. Therefore, you will need to make arrangements with the current residents.

### **I have a few questions about the lease?**

- **What is a water / CAM charge?**

The water/CAM charge is a monthly fee which pays for water and sewer charges for your apartment and Common Area Maintenance. This amount is already included in the rent price listed at the top of your lease. Common Area Maintenance includes general cleaning outside the building, lawn care, snow removal, salting, etc. This does not in any way exclude the residents from taking responsibility in cleaning up the exterior of the building after parties.

- **My move-in date is mid-month. Do you prorate the first month's rent?**

Your rent is already prorated. We take the total amount of rent we want to receive for the year, prorate out the number of days you won't be in the apartment, and then divide it into twelve equal installments. This method makes it easier for you to keep track of how much you owe each month.

- **Can I sublet my apartment?**

Subletting is permitted in the summer months only (May, June and July only for 2018-2019 school year). We suggest you get a security deposit (at least \$100), because as the signer of the lease, you will ultimately be responsible for any damage that might occur to the unit.

## **LIVING WITH INN-TOWN HOMES**

### **What about pets?**

- We absolutely do not allow pets in our apartments. This includes cats, dogs, ferrets, etc. Fish and birds are acceptable.

### **How many parking spaces do we get?**

- Because parking is extremely crowded all over the campus area, parking spaces are limited and vary per building. Please see your leasing representative for specific information about your apartment. Yearly cost of parking passes are \$100\* per pass payable by check or cash ONLY.
- \*This price excludes the apartments at 31-33 E. Frambes and 30-36 E. Woodruff parking. These buildings are in a gated parking garage and are \$540 for the year, payable by debit card or check. NO CREDIT CARD OR CASH. In addition, there will be a one-time refundable deposit of \$100 to be paid for the garage remote.
- If you know that you are going to have more cars than your allotted spaces, you may purchase permit- parking passes through the City of Columbus. The phone number is (614) 645-6400 and the office is located at 2700

Impound Lot Road. These districts exist on E. & W. Norwich Ave., E. Northwood Ave., part of Frambes, E. 17th, E. 18th, E. 14th, E. 13th, E. 12th, W. 10th, and part of W. 9th. Check for signs in your area.

### **When I come to move in, how do I pay rent and set up my utilities?**

- **When is rent due and what forms of payment are accepted?**

Rent is always due on the 1<sup>st</sup> of every month with the exception of your first installments. All residents will pay their first and last installment of rent (August 2018 & July 2019) on move in day. After the initial rent payments, currently all apartments are required to pay in one check, debit card, or money order for the total amount of rent. (if we are able to offer a Secure Online Payment Portal before or during your lease term, you will be required to use it exclusively and it will offer payments in the form of ACH [electronic check], credit or debit card.) The rest of the monthly payments will begin September 1<sup>st</sup> and end on June 1<sup>st</sup> 2019.

*Remember, the security deposit you pay upon rental does not count as rent; it is strictly a security deposit.*

### **How do we pay for utilities?**

Inn Town Homes does not in any way assume responsibility for the utilities inside our apartments. Each apartment will be responsible for setting up utilities in their own names. The only exception to this is the water, which is included in and paid as part of your rent each month.

Utility companies are:

Spectrum (formerly Time Warner Cable): 614-481-5050 or online at [www.spectrum.com](http://www.spectrum.com)

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

American Electric Power (AEP): 1-800-277-2177 or online at [www.aep.com](http://www.aep.com)

City of Columbus (Division of Electric): 614-645-7360

### **What about Security Deposit Returns?**

Inn Town Homes provides a very helpful move-out packet that describes what is expected of you when you move out of your apartment. It gives, in detail, instructions on how to go about receiving your security deposit. When you move out, your keys must be turned in together for the apartment and a forwarding address must be left with Inn Town Homes to tell us where to send the security deposit refund.

As far as damages to the apartment, we videotape all of our apartments upon move out so there are no discrepancies about security deposit returns. We also send out move-out packets that give you details on exactly what we expect of your apartment when you move out. If you follow these instructions, you should have no problems receiving a fair refund.