



MOVE-IN GUIDELINES & PROCEDURES



We want to remind you of a few details to help make your move as smooth and efficient as possible. **Your address, move-in date & rent are detailed in the Move-In Email.** Please share this with your roommates and cosigners. This informer is also located on our website at www.inntownhomes.com.

MOVE-IN DAY

All **paperwork** must be turned in, all **security deposits** and total **rent** must be paid by your move-in date or **no one** on your lease will be permitted to get keys and move-in into the apartment. If you have outstanding paperwork (unfinished master leases, cosigned leases or uncompleted applications) or owe a deposit balance, **please remit it now.**

On move-in day, you will receive your **keys**, a **move-in checklist** and be able to buy **parking passes.**

MOVE-IN DAY OFFICE HOURS

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

Tuesday, Aug 14th: 9 a.m to 6 p.m

Thursday, Aug 16th: 9 a.m. to 6 p.m.

Friday, Aug 17th: 9 a.m. to 6 p.m.

We will be open Saturday, August 18th from 9 a.m. until 2 p.m. After move-in, we will resume normal business hours of Monday - Friday 10 a.m. to 6 p.m.

Rent Due on Move-In Day

All Residents: First and Last Month (Aug 2018 & July 2019) 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 mailed in or have it with you when you come to move in. **No one will be able to move in without the entire apartment's payments. No exceptions will be made.**

Payments can be made in a personal check, debit card with pin entry (must be done in office, cannot be paid via phone. Check with your bank that you don't have a limit preventing you from paying), **money order or cashier's check. No cash or credit card will be accepted!** Once the full rental amount is paid, all keys (door & mailbox) will be issued. **Only residents on lease and their cosigners can pick up keys** (no friends or other family members.)

UTILITIES

All utilities must be turned on prior to move-in. Contact the following companies up to 10 days in advance to arrange service.

Electric

If you live at one of the below addresses use:

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

31-33 Frambes; 30-36 Woodruff; 35-37-39 Lane; 95-97 Lane; 132-140 W. Lane; 230-232 W. 9th; 1699-1701 N. 4th; 1743-1745 N. 4th; 1842-1844 N. 4th

All addresses NOT listed above use:

American Electric Power: 1-800-277-2177

Gas

All apartments EXCEPT the below addresses use:

Columbia Gas: 1-800-344-4077 or online at www.columbiagasohio.com

39 Lane; 132-140 W. Lane; 232 W. 9th; 240 W. Lane; 47 E. Frambes

Cable & Internet

Spectrum Cable & Internet (formerly known as Time Warner)

614-481-5050 or online at www.twcol.com

PARKING

Move-In Day

Behind our office, there is a parking lot for use while visiting the office. The entrance is off of Lane Ave. Inn Town Homes parking lots will **not be towed on move-in days only**. Please respect your neighbors by being timely with your move.

Passes

All parking passes (except Frambes Court garage passes) will be sold at our office on move-in days. We will only accept cash and checks for passes. No debit or credit cards! Each parking pass will cost **\$100** for the lease term (unless you park in a garage - please see below). All non-garage passes **must be purchased by Aug 21st by 5 p.m.** or they will go on sale to other residents of your building.

Residents living at **30-36 Woodruff & 31-33 Frambes** purchase garage passes which cost **\$540** for the lease term. The Ohio Stater accepts cash or check. Credit will be accepted with an additional \$5 fee. These are purchased on move-in day at the **Ohio Stater, located in front of your complex at 2060 N. High St.** At the time of purchase, you will also pay a one-time refundable deposit of \$100 for a security gate remote for the garage. All garage passes **must be purchased by Aug 21th at 5 p.m.** or they will go on sale to other residents of the building.

All lots will be towed on a continuous basis, so it is important to immediately purchase your pass. Remember, there are limited passes allotted in each parking lot for your apartment, per the lease agreement.

NO storage units (PODS, Uhaul Pods, etc.) are permitted on our properties (including parking lots) at any time for any reason. NO EXCEPTIONS! Moving vans and trucks are permitted.

REMEMBER

All roommates must pay the first and last month rent prior to or on the move-in day before anyone can get keys.

Please make sure you talk with your roommates and cosigners about this information.

You can find this informer online at www.inntownhomes.com/download-forms

INN TOWN HOMES & APARTMENTS

2104 Tuller St. Columbus, OH 43201

(614) 294-1684

Please email any questions to: info@inntownhomes.com