

Details to help make your move as smooth and efficient as possible!

Before  
You  
Move-In

1

## Ensure your paperwork is complete

All paperwork (Master lease, cosigner leases, applications) must be turned in and all security deposits must be paid in full before you can move in. If you or ANY roommates have unfinished paperwork or owe a deposit balance, please remit it immediately. If you are unsure, contact us at (614)294-1684 to find out what is missing.

2

## Set-up your portal and pay rent

- o You should have already received an invitation to set up your online rent Portal via text and email to the phone number/email you provided us on your application.
- o If you have not done so yet, please activate your Portal account. If you have not received your invitation, please call us at (614)294-1684 to confirm your contact information. We recommend you set up this account now, as we only accept rent payments through the Portal. You can log in to your Portal at <https://inntownhomesapts.appfolio.com/connect>
- o If you log into your Portal, it will show you the full address of the apartment you have rented, including the apartment letter. You will also be able to view a copy of your Master Lease under the "Shared Documents" tab on the left side of your Portal.
- o The First Month's rent installment (August 2019) must be paid in full on or before the day you move in. The charge for your first month will appear in your account around ONE WEEK before your move-in date. The charge that appears will be the total rent due for the apartment, but you are welcome to pay in separate portions of lesser amounts. However, **no one** will be able to move in without the **entire** apartment's payments **paid in full**. No exceptions will be made.
- o The Portal accepts two forms of payment: debit/credit card or electronic check (ACH). There is no fee for paying with an electronic check, but there will be a service fee assessed for using a credit or debit card through the portal. IMPORTANT: Once you make a payment, we cannot reverse that payment, so PLEASE be careful to enter the correct amount you want to pay (whether that is the full total or just your portion.)

# 3

## Set-up your utilities

All utilities must be turned on, and in one of your names, 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

**Columbia Gas:** 1-800-344-4077

The following apartments DO NOT have to set up gas service as it is included in their lease price: 132-140 W. Lane; 232 W. 9th; 240 W. Lane; 47 E. Frambes; 49 E. 18th Apts C,D,E,F,G,H. (Also, 39 E. Lane is an all-electric building and therefore has no gas connection needed.)

### Cable and Internet

**Spectrum Cable & Internet** (formerly known as Time Warner): 614-481-5050

# Move-In Day

## When is my move-in day?

The last page of this document contains a list of move-in dates for each building. The move-in day listed for your building is also the start date of your lease agreement. You are only permitted to move-in on or after your building's day.

## Move-In Day Office Hours

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

Wed, Aug 14th: 9 am--6 pm

Fri, Aug 16th: 9 am--6 pm

Sat, Aug 17th: 9 am--4 pm

After move-in, we will resume seasonal business hours of Monday - Friday 10 a.m. to 6 p.m.

## On move-in day, expect to go through the following stations:

### Paperwork

As mentioned before, please complete all paperwork and turn it in to Inn Town Homes BEFORE move in day, as no one in your apartment will be allowed to move in until all paperwork is complete and deposits are fully paid. A station will be set up to review your paperwork and ensure completion.

### Rent

As mentioned above, everyone's rent must have been paid through the Online Portal in full before any keys can be given out. A station will be set up to review your rent payments to verify the full rent is paid.

### Keys & Info

**KEYS:** Once all paperwork is complete, all deposits are paid, and the full rental amount is submitted via the portal, all keys (door & mailbox) will be issued. Only residents on lease or their cosigners can pick up keys (no friends or other family members.)

**MOVE-IN CHECKLIST:** Along with your keys, your group will be issued a move-in checklist where you can document the condition of the apartment. This must be completed and returned to Inn Town Homes within 5 days of move-in.

### Parking

Annual parking 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 annual non-garage passes must be purchased by Aug 20th at 5 p.m. or they will go on sale to other residents of your building on August 22nd, on a first come, first served basis.

**EXCEPTION:** Residents living at 30-36 Woodruff & 31-33 Frambes purchase garage passes which cost \$540 for the lease term. 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. The Ohio Stater accepts cash or check. Credit will be accepted with an additional \$5 fee. All garage passes must be purchased by Aug 20th at 5 p.m. or they will go on sale to other residents of the building.

### **Parking on Move-In Day**

While visiting our office, you can use the parking lot located behind the office (east of the office,) which can be accessed from the alley off E. Lane Ave (Inn Town Parking sign displayed). The parking lot of the apartment you rented from Inn Town Homes will not be towed on the official move-in days for that building. Please respect your neighbors by being timely with your move. Towing will resume the following day.

### **Street Parking**

City (street) Parking Passes are NOT sold or managed by Inn Town Homes. Information about City Permits can be found at <https://www.columbus.gov/publicservice/parking/Parking-Management-Plans---Permit-Parking/> Inn Town Homes has shared a copy of your Master Lease in the "Shared Documents" tab of your Portal, which can be used for your proof of residency when purchasing a City Permit.

### **Renter's Guide**

There will also be a Renter's Guide left in your apartment that goes into more details about many of our policies, including how to make a maintenance request!

**All lots will be towed on a continuous basis (365 days a year, 24 hours a day), so it is important to immediately purchase your parking pass. Remember: if you are parking in the lot and do not have a pass displayed, you will be towed. No exceptions.**

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

Please make sure you coordinate with your roommates and cosigners regarding this information.

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



Follow us on  
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**@inntownhomes**

# MOVE IN DATES

**Our office will open at 9 AM on each move-in day.**

|                     |                         |                             |                         |                            |                         |
|---------------------|-------------------------|-----------------------------|-------------------------|----------------------------|-------------------------|
| <u>HIGH ST.</u>     |                         | <u>WOODRUFF AVE.</u>        |                         | <u>9<sup>TH</sup> AVE.</u> |                         |
| 2262 N High St.     | August 14 <sup>th</sup> | 30 E. Woodruff              | August 14 <sup>th</sup> | 230 W. 9 <sup>th</sup>     | August 16 <sup>th</sup> |
| <u>NORWICH AVE.</u> |                         | 36 E. Woodruff              | August 14 <sup>th</sup> | 232 W. 9 <sup>th</sup>     | August 16 <sup>th</sup> |
| 227 W. Norwich      | August 16 <sup>th</sup> | <u>IUKA AVE.</u>            |                         | <u>8<sup>TH</sup> AVE.</u> |                         |
| 233 W. Norwich      | August 16 <sup>th</sup> | 1988 Iuka                   | August 16 <sup>th</sup> | 151 W. 8 <sup>th</sup>     | August 14 <sup>th</sup> |
| 49 E. Norwich       | August 16 <sup>th</sup> | <u>18<sup>TH</sup> AVE.</u> |                         | <u>HIGHLAND ST.</u>        |                         |
| 88 E. Norwich       | August 16 <sup>th</sup> | 34 E. 18 <sup>th</sup>      | August 17 <sup>th</sup> | 1464 Highland              | August 14 <sup>th</sup> |
| 89 E. Norwich       | August 17 <sup>th</sup> | 47 E. 18 <sup>th</sup>      | August 16 <sup>th</sup> | 1470 Highland              | August 14 <sup>th</sup> |
| 90 E. Norwich       | August 16 <sup>th</sup> | 49 E. 18 <sup>th</sup>      | August 16 <sup>th</sup> | <u>4<sup>TH</sup> ST.</u>  |                         |
| 92 E. Norwich       | August 16 <sup>th</sup> | <u>17<sup>TH</sup> AVE.</u> |                         | 1699 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 99 E. Norwich       | August 16 <sup>th</sup> | 42 E. 17 <sup>th</sup>      | August 17 <sup>th</sup> | 1701 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 101 E. Norwich      | August 16 <sup>th</sup> | 48 E. 17 <sup>th</sup>      | August 17 <sup>th</sup> | 1743 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 105 E. Norwich      | August 17 <sup>th</sup> | 58 E. 17 <sup>th</sup>      | August 17 <sup>th</sup> | 1745 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 107 E. Norwich      | August 17 <sup>th</sup> | <u>14<sup>TH</sup> AVE.</u> |                         | 1842 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 119 E. Norwich      | August 17 <sup>th</sup> | 95 E. 14 <sup>th</sup>      | August 14 <sup>th</sup> | 1844 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 121 E. Norwich      | August 17 <sup>th</sup> | 190 E. 14 <sup>th</sup>     | August 14 <sup>th</sup> | 2138 N 4 <sup>th</sup>     | August 14 <sup>th</sup> |
| 123 E. Norwich      | August 17 <sup>th</sup> | <u>13<sup>TH</sup> AVE.</u> |                         | <u>ALDEN AVE.</u>          |                         |
| 164 E. Norwich      | August 17 <sup>th</sup> | 48 E. 13 <sup>th</sup>      | August 14 <sup>th</sup> | 485 Alden                  | August 14 <sup>th</sup> |
| 170 E. Norwich      | August 16 <sup>th</sup> | 50 E. 13 <sup>th</sup>      | August 14 <sup>th</sup> | 487 Alden                  | August 14 <sup>th</sup> |
| 176 E. Norwich      | August 17 <sup>th</sup> | 62 E. 13 <sup>th</sup>      | August 17 <sup>th</sup> | 491 Alden                  | August 14 <sup>th</sup> |
| 178 E. Norwich      | August 17 <sup>th</sup> | 156 E. 13 <sup>th</sup>     | August 17 <sup>th</sup> | <u>NORTHWOOD AVE.</u>      |                         |
| <u>LANE AVE.</u>    |                         | 185 E. 13 <sup>th</sup>     | August 17 <sup>th</sup> | All E. Northwood           | August 14 <sup>th</sup> |
| 132 W. Lane         | August 16 <sup>th</sup> | 191 E. 13 <sup>th</sup>     | August 16 <sup>th</sup> | Addresses Within           |                         |
| 140 W. Lane         | August 16 <sup>th</sup> | 197 E. 13 <sup>th</sup>     | August 16 <sup>th</sup> | Iuka Park                  |                         |
| 240 W. Lane         | August 14 <sup>th</sup> | <u>12<sup>TH</sup> AVE.</u> |                         |                            |                         |
| 254 W. Lane         | August 16 <sup>th</sup> | 61 E. 12 <sup>th</sup>      | August 17 <sup>th</sup> |                            |                         |
| 256 W. Lane         | August 16 <sup>th</sup> | 64 E. 12 <sup>th</sup>      | August 17 <sup>th</sup> |                            |                         |
| 35 E. Lane          | August 16 <sup>th</sup> | 70 E. 12 <sup>th</sup>      | August 17 <sup>th</sup> |                            |                         |
| 37 E. Lane          | August 16 <sup>th</sup> | 101 E. 12 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |
| 39 E. Lane          | August 16 <sup>th</sup> | 109 E. 12 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |
| 95 E. Lane          | August 16 <sup>th</sup> | 132 E. 12 <sup>th</sup>     | August 16 <sup>th</sup> |                            |                         |
| 97 E. Lane          | August 16 <sup>th</sup> | 140 E. 12 <sup>th</sup>     | August 16 <sup>th</sup> |                            |                         |
| <u>TULLER ST.</u>   |                         | 181 E. 12 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |
| 2088 Tuller         | August 16 <sup>th</sup> | 383 E. 12 <sup>th</sup>     | August 14 <sup>th</sup> |                            |                         |
| 2090 Tuller         | August 16 <sup>th</sup> | 389 E. 12 <sup>th</sup>     | August 14 <sup>th</sup> |                            |                         |
| 2104 Tuller         | August 14 <sup>th</sup> | <u>10<sup>TH</sup> AVE.</u> |                         |                            |                         |
| <u>FRAMBES AVE.</u> |                         | 19 W. 10 <sup>th</sup>      | August 16 <sup>th</sup> |                            |                         |
| 31 E. Frambes       | August 14 <sup>th</sup> | 75 W. 10 <sup>th</sup>      | August 16 <sup>th</sup> |                            |                         |
| 33 E. Frambes       | August 14 <sup>th</sup> | 77 W. 10 <sup>th</sup>      | August 16 <sup>th</sup> |                            |                         |
| 47 E. Frambes       | August 14 <sup>th</sup> | 137 W. 10 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |
|                     |                         | 169 W. 10 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |
|                     |                         | 175 W. 10 <sup>th</sup>     | August 17 <sup>th</sup> |                            |                         |