

# MOVING IN TO YOUR INN TOWN HOMES APARTMENT

## what move-in day will look like

We've sent you instructions on how to pay your rent, buy parking and set up your utilities... and below is a how-to for your scheduled move-in day.

\*A copy of the REQUIRED move-in tasks we sent you can be found at <https://inntownhomes.com/wp-content/uploads/2020/06/Before-MI-Tasks-2020.pdf>

### WHO

PICK ONE: Only ONE representative from your apartment will come to the office to pick up ALL the keys:

*no parents*

*no roommates*

*no lines needed:* **stay in your car when you arrive, text us at (415) 843-7095 with your name and apartment address, & we'll text you back when it's your turn to come up to a move-in station.**

### WHEN

**Your move-in date is the date your lease begins. You'll receive a reminder of this date from us, along with an assigned time window for getting the keys on that date.**

### WHERE

Inn Town Homes' main office  
**2104 Tuller Street  
Columbus, OH 43201**

Parking available behind office, accessible from the alleyway off of E. Lane or Frambes Ave.

### HOW

The night before your move-in day, we'll text all roommates with a reminder of what time your ONE representative can pick up ALL the keys, and we'll let you know whether the ONE representative will be able to pick up the keys at the front door station, or the back porch station.

### WHAT ELSE

Remember that EVERYONE's rent and parking passes must be paid for in order to receive the keys/passes for the apartment. Any unsigned leases or unpaid security deposits will delay your move in. Call our office at 614-294-1684 or email [info@inntownhomes.com](mailto:info@inntownhomes.com) to resolve any outstanding issues.

### BUT, THE REST OF US...

If you're not the ONE picking up the keys but you're coming on move-in day, just go directly to the apartment to meet your roommates there.

Moving in at a later date?  
Coordinate with & get your key from your roommate(s) who have already moved in.

## SOCIAL DISTANCING ON MOVE IN DAY

- Maintain social distancing as much as possible during the move-in process
- Stagger move-in times with your roommates when possible
- Wear a mask in shared spaces
- Practice good hygiene: cover coughs, wash hands, don't touch your face
- Don't let anyone who is sick help you move
- Clean frequently-touched surfaces with disinfectants