

INN-TOWN INFORMER

MOVE-IN GUIDELINES & PROCEDURES

SUMMER WILL BE OVER SOON, AND BEFORE YOU KNOW IT, IT WILL BE TIME TO RETURN TO OSU. WE WANT TO REMIND YOU OF A FEW DETAILS TO HELP MAKE YOUR MOVE AS SMOOTH AND EFFICIENT AS POSSIBLE. WE ARE LOOKING FORWARD TO SEEING ALL OF YOU AGAIN THIS FALL!!

ALL PAPERWORK MUST BE TURNED IN AND ALL SECURITY DEPOSIT AND RENT MUST BE PAID BY YOUR MOVE-IN DATE OR NO ONE ON YOUR LEASE WILL BE PERMITTED TO MOVE INTO THE APARTMENT. IF YOU HAVE OUTSTANDING PAPERWORK OR DEPOSIT, PLEASE REMIT IT NOW.

YOUR APARTMENT ADDRESS REMINDER:

Columbus, OH 43201

Your move-in date is September _____

(IF YOU ARE A CURRENT RESIDENT WHO IS TRANSFERRING TO ANOTHER INN-TOWN APARTMENT, YOU WILL BE CONTACTED WITH YOUR MOVE-IN DATE. IF WE DO NOT CONTACT YOU BY AUG. 22, PLEASE CALL US. ONLY THE TRANSFERRING RESIDENT IS PERMITTED TO MOVE ON THE TRANSFER DATE. IF YOU ARE NOT TRANSFERRING, YOU ARE BOUND TO THE MOVE-OUT DATE ON YOUR CURRENT LEASE OR MOVE-IN DATE ON NEW LEASE.)

Your apartment's total monthly rent is _____

Security Deposit payments DO NOT count as rent

Portable On Demand Storage units (PODS) are not permitted on our properties (including parking lots) at any time for any reason. NO EXCEPTIONS!

The MOST important thing to remember about move-in day:

FIRST AND LAST MONTH (JULY 2012) RENT INSTALLMENTS FOR ALL ROOMMATES ARE TO BE PAID IN FULL ON OR BEFORE THE DAY YOU MOVE IN. THIS MEANS, IF YOUR RENT IS \$1000/MONTH, YOU WILL OWE \$2000 UPON MOVE-IN.

FIRST AND LAST **TWO** MONTHS (JUNE AND JULY 2012) RENT INSTALLMENTS ARE DUE FOR OUT-OF-STATE RESIDENTS OR RESIDENTS WHOSE CO-SIGNER IS OUT OF STATE.

PLEASE ARRANGE WITH YOUR ROOMMATES TO HAVE THE ENTIRE FIRST AND LAST MONTHS' RENT WITH YOU WHEN YOU COME TO MOVE IN. **NO ONE WILL BE ABLE TO MOVE IN WITHOUT THE ENTIRE APARTMENT'S RENT.** AGAIN, BEFORE ANY KEYS ARE GIVEN OUT, ALL RENT AND SECURITY DEPOSIT MUST BE PAID IN FULL AND ALL PAPERWORK COMPLETED! **NO EXCEPTIONS WILL BE MADE.**

Payment can be made in a personal check, money order, or cashier's check. NO CASH OR CREDIT CARDS WILL BE ACCEPTED! Once the full rental amount is paid, all keys (door and mailbox) will be issued. Also, NO ONE whose name is not on the lease may pick up keys (this includes family and friends other than parental cosigner).

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

OFFICE HOURS FOR MOVE-IN DAYS:

Monday, Sept. 12th, 9:00am to 6:00pm

Friday, Sept. 16th, 9:00am to 6:00pm

Saturday, Sept. 17th, 9:00am to 4:00pm

**DON'T FORGET TO HAVE YOUR UTILITIES TURNED ON.
CONTACT THE FOLLOWING COMPANIES UP TO
30 DAYS IN ADVANCE TO ARRANGE SERVICE:**

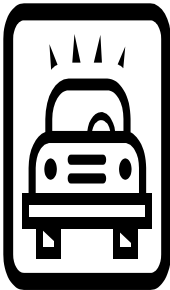
American Electric Power 1-800-277-2177
or online at www.aep.com
(for all addresses not serviced by City of Columbus Electric)

City of Columbus Division of Electric 614-645-7360
(for the following addresses: 31-33 Frambes, 30-36 Woodruff, 35-37-39 Lane,
132-140 W. Lane, and 230-232 W. 9th)

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

Time Warner Cable & Internet 614-481-5050
or online at www.twcol.com

PARKING



All parking passes (except garage passes) will be sold at our office on move-in day.

Each pass will cost \$80 for the lease term, unless you live in Frambes Ct. (31-33 Frambes & 30-36 Woodruff). Each Frambes Ct. pass will cost \$365 for the lease term and are to be purchased on move-in day at the Ohio Stater. You will also need to pay a one-time refundable deposit of \$100 for a security gate remote.

Credit cards will not be accepted for parking passes.

**ALL LOTS WILL BE TOWED ON A CONTINUOUS BASIS,
SO IT IS IMPORTANT TO PURCHASE YOUR PASS.**

REMEMBER:

FIRST AND LAST MONTH RENT INSTALLMENTS FOR ALL ROOMMATES ARE TO BE PAID IN FULL THE DAY YOU MOVE IN. NO ONE WILL BE ABLE TO MOVE IN UNTIL THE ENTIRE APARTMENT'S RENT & COMPLETED PAPERWORK ARE TURNED IN!



Due to the large number of residents we have, we are only able to send this newsletter to one or two roommates per apartment. **THIS MEANS YOU MUST PASS ALONG THIS INFORMATION TO ALL YOUR ROOMMATES! THANK YOU!**

You can also find a copy of this informer on our website under printable documents.

****www.InnTownHomes.com****

**INN-TOWN HOMES & APARTMENTS
2104 TULLER ST. COLUMBUS, OH 43201
(614) 294-1684**

PLEASE EMAIL ANY QUESTIONS TO: INFO@INNTOWNHOMES.COM