

University Apartments

Move In Guidelines

www.ohiostateapts.com

University Apartments

**71 West 9th Ave. –
Front
Columbus, OH 43201**

Office Hours:

9:00 – 5:00

Monday – Friday

Contact Information:

614-297-7845

Fax: 614-754-8812

Email:

info@ohiostateapts.com

Webpage:

www.ohiostateapts.com

Move In Guidelines

Moving into a new apartment can be a stressful process. University Apartments will try to assist you in that process to make it as easy and simple as possible. Below you will find important information regarding your lease documents, setting up your utilities and what to do move in day.

Your Apartment Address Reminder: _____

Columbus, OH 43201

Remember: Upon move-in, all Lessee's will have paid their first and last month's rent, setup all utilities and returned all Lease documents

Security Deposit : _____

First Month's Rent: _____

Total Water: _____

Key Deposits: _____

Utilities

You should contact the required utility companies prior to your move in date to have service transferred into your name. Often times, the utility companies are backdated at least a week, so it is best to call at least 7-10 days prior to the commencement of your lease so that all utilities are on when you move in.

It is important to inform the utility companies that access can be granted into your unit by picking up a key from the rental office.

American Electric and Power – 1-800-277-2177

Division of Electricity – 614-645-4077

- (to be used for residents of 226 West 8th, 233 King, 363 King and 1466-1468 Michigan)

Columbia Gas of Ohio – 1-800-344-4077

Time Warner Cable – 614-481-5320

Your lease requires that you have all utilities on throughout your lease term

Move In Day Procedures

Come to our office between the hours of 10:30am and 4:40pm to pick up your keys. Keys will only be given to those listed on the lease.

Move-In Checklist

Each premise will be provided a move-in checklist when they pick up their keys. The checklist must be completed and returned to the office within 48 hours of move in date. If the checklist is not returned, we will assume that there are no problems with your unit.

Rent Payments

Rental payments are due on the 1st of every month. No cash payments will be accepted. Payments can be made by: Mailing to PO Box 10728 Columbus, OH 43201, making payment in the rental office, or paying by phone with a Visa or MasterCard.

Maintenance Requests

All maintenance requests can be made by filling out a Maintenance Request form in the office or by filling out the appropriate form on our website, www.ohiostateapts.com

Parking

Parking passes are for sale in our office. Without a parking pass you are not permitted to park on the University Apartments property. If you are towed please contact:

Affordable Towing of Columbus at 614-447-9559

Facebook

University Apartments now has a groups page on Facebook. Join the group to learn about special offers, free gift certificates and important announcement about the campus community.