



OFF-CAMPUS LIVING GUIDE

NEIGHBORHOOD SERVICES AND COLLABORATION &
OFF-CAMPUS AND COMMUTER STUDENT ENGAGEMENT



OFFICE OF
STUDENT LIFE

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240 W. LANE
49 E. NORWICH
101 E. NORWICH
31-33 E. FRAMBES
47 E. FRAMBES
30-36 E. WOODRUFF
197 E. 13TH
19 W. 10TH
77 W. 10TH
232 W. 9TH
485-487 ALDEN
491 ALDEN
IUKA PARK COMMONS
(442 E. NORTHWOOD)

3 Bedrooms:

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47 E. FRAMBES
197 E. 13TH
64-70 E. 12TH
132-140 E. 12TH

4 Bedrooms:

39 E. LANE
132-140 W. LANE
89 E. NORWICH
90-92 E. NORWICH
99-101 E. NORWICH
119-121 E. NORWICH
123 E. NORWICH
170 E. NORWICH
176-178 E. NORWICH
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47-49 E. 18TH
48 E. 17TH
58 E. 17TH
95 E. 14TH
190 E. 14TH
48-50 E. 13TH
62 E. 13TH
156 E. 13TH
185 E. 13TH
191 E. 13TH
61 E. 12TH
64-70 E. 12TH
101 E. 12TH
109 E. 12TH
132-140 E. 12TH
181 E. 12TH
75-77 W. 10TH
169-175 W. 10TH
230-232 W. 9TH
151 W. 8TH
1842-1844 N. 4TH

5 Bedrooms:

35-37 E. LANE
95-97 E. LANE
105-107 E. NORWICH
164 E. NORWICH
170 E. NORWICH
176-178 E. NORWICH
31-33 E. FRAMBES
30-36 E. WOODRUFF
42 E. 17TH
48 E. 17TH
58 E. 17TH
190 E. 14TH
156 E. 13TH
191 E. 13TH
61 E. 12TH
64-70 E. 12TH
181 E. 12TH
137 W. 10TH
169-175 W. 10TH
151 W. 8TH
1470 HIGHLAND
1699-1701 N. 4TH
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Campus Living at its Best

Welcome to Off-Campus Living!

Neighborhood Services and Collaboration (NSC), Off-Campus and Commuter Student Engagement (OCCSE), and the Office of Student Life would like to welcome you to the off-campus neighborhoods! This can be a very fun and exciting time for you during your career at The Ohio State University. Along with the enjoyment of living off-campus comes the responsibility to be a good roommate, tenant, neighbor and citizen in your community.

This Off-Campus Living Guide will help outline the steps you need to take as well as the resources available to you to help ensure that you have a positive off-campus living experience. Living off-campus does not mean you have to be any less involved with campus activities and organizations. We strongly urge all students to stay involved throughout their entire college career.

NSC and OCCSE work with our students, permanent residents, University officials, local municipal representatives and various other community stakeholders in order to promote positive quality of life in the University District and Columbus areas.

Remember, we are here to support you while you live, learn, work and play off-campus!

Neighborhood Services and Collaboration

Off-Campus and Commuter Student Engagement

} *formerly Off-Campus Student Services*

3106 Ohio Union
1739 N. High Street
Columbus, OH 43210
Phone: 614-292-0100
offcampus.osu.edu



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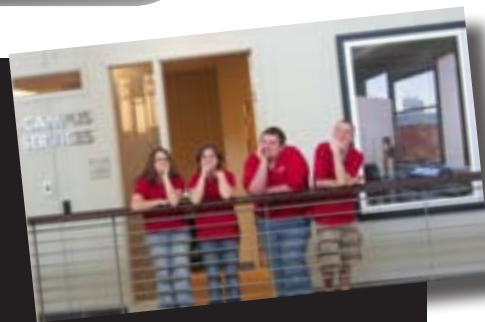
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Neighborhood Services and Collaboration (NSC) and Off-Campus and Commuter Student Engagement (OCCSE) are departments within the Office of Student Life at The Ohio State University. NSC and OCCSE oversee and support various programs and initiatives with the mission to improve the quality of life for those living in and around the University District and Columbus areas. The two offices engage students, landlords, businesses, city officials as well as University personnel to be actively involved in addressing the unique concerns of this diverse community.

NSC and OCCSE believe knowledge is key; they work to educate students as well as provide the necessary tools to create a positive off-campus living experience. Regardless of where students choose to live, NSC and OCCSE work to keep students engaged in campus life.



Online Services

Off-Campus Housing Search

Local area landlords post their rental property information on the online housing search. Please keep in mind, the landlords and properties displayed on this online housing search are not University endorsed/approved. We are simply a resource center, providing information to assist the OSU community in locating off-campus housing.

Off-Campus Sublet Search

The office assists students in subleasing their vacant apartment/house. Students who are looking to find others to take over their lease can post an online sublet ad, which will then be displayed on the off-campus housing search.

Off-Campus Roommate Search

The roommate search is available to OSU affiliates seeking a roommate off-campus. This search is OSU username and password protected. Roommate ads allow individuals to describe not only the type of housing they have (or are seeking), but also the type of roommate they are looking for.

Rideshare/Carpool Search

The online rideshare/carpool service allows OSU affiliates to post ads for a rideshare (a one-time ride) and a carpool (an ongoing regularly scheduled ride). This online search is also OSU username and password protected.

Events

Off-Campus Housing Fair

This annual event is a one-stop-shop for those seeking information on off-campus living. A variety of vendors attend the fair, such as landlords, insurance companies, and public transportation services.

Roommate Fairs

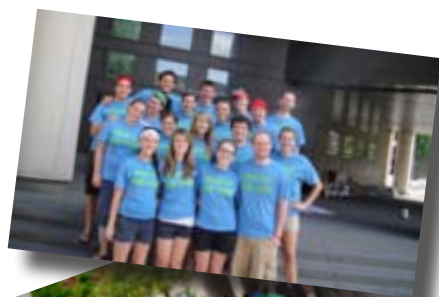
Roommate fairs are held on a quarterly basis and afford students the opportunity to meet with potential roommates face-to-face in an informal setting.

Community Ambassador Program

The Community Ambassador program is offered through the Off-Campus and Commuter Student Engagement office. It is a student-led initiative aimed at promoting a safer, more collaborative community in the University District, with students serving as resources for other students, landlords and the University.

Community Ambassadors (CAs) foster neighbor relationships among students in the off-campus area. The Community Ambassador is a resource and point of contact for students living on their street. As a group, CAs plan community building activities throughout the year. These activities engage both individual streets and the entire off-campus area and are aimed at creating a stronger off-campus community.

Just a few of the Community Ambassador (CA) events:



Off-Campus Street Cookouts (Fall AND Spring Quarter)

This is a great time to meet your neighbors, exchange contact info, and eat some free food!

Light Up The Night competition (Fall Quarter)

A competition among students to decorate their apartment/house and light up the off-campus community! Another great way to meet neighbors and win some big prizes!



Cooking Clinic (Winter Quarter)

A fun event in the Ohio Union Instructional Kitchen where a professional chef instructs attendees on how to cook a fabulous meal. Attendees cook alongside the chef and get to enjoy the fruits of their labor at the end!

May Madness Cornhole Tournament (Spring Quarter)

This is the event you need to attend if you have mad cornhole skills. With well over 100 teams, the winners not only get bragging rights, but also a television (for each team member)!



Neighborhood Services and Collaboration (NSC) and Off-Campus and Commuter Student Engagement (OCCSE) are a small but dedicated team of staff who work to serve YOU. Whether you are looking for housing, needing some advice on how to choose a roommate, looking to get renter's insurance, trying to catch the right COTA bus, or anything else, we are here to support you.

The Office of Student Life:

Creating the Extraordinary Student Experience at The Ohio State University

Both Neighborhood Services and Collaboration (NSC) and Off-Campus and Commuter Student Engagement (OCCSE) fall under the umbrella of The Office of Student Life.



Living Life

We're here to make sure all students get the most from their collegiate experience, especially while they are out of the classroom. Ohio State is a big place with many options for housing, dining, and other daily activities.

Experience Life

We provide opportunities for students to broaden their personal scope, make connections, explore their world, and celebrate diversity.

Succeeding in Life

Our team offers the resources students need to reach their individual, academic, and professional goals – now and in the future.

Being Well for Life

We take a 'whole student' approach to helping students be healthy and well, and facilitate lessons that last a lifetime.



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OUAB strives to bring **ALL BUCKEYES** memorable events throughout the year. We've got a lot planned for Fall Quarter so be sure to check out www.ouab.osu.edu for the schedule of all our events!



Becoming Familiar With Columbus

The Ohio State University is in the heart of the city of Columbus. You can experience arts, theater, restaurants, music, and of course, Buckeye football! You can check out many Columbus attractions including the Newport Concert Hall, the Scioto Mile and the Short North. You name it, Columbus has it!

Each of the distinct areas of Columbus offers unique attractions that build the identity of central Ohio. The Columbus Zoo and Easton Town Center bring families to the northern suburbs of Columbus, while the Ohio State Fair, Park Street Festival and Comfest attract people to diverse downtown areas like Goodale Park and the Arena District.

High Street, which runs north and south, serves as the eastern border of campus and offers an abundant variety of stores, restaurants, bars, bookstores, and is guaranteed to be an active area full of students.

Check out the following areas that are popular amongst OSU students.



The University District

The University District is the area directly surrounding the OSU campus. This area is considered to be within walking distance to campus. You will find a large population of undergraduate and graduate students, as well as a smaller population of long term residents, in this area. The University District is made up of apartment buildings, large older homes (often split up into apartments), townhomes and half doubles. You will also find a variety of dining establishments, anywhere from fast food to casual sit down restaurants. You will also find a great deal of entertainment in the University District, including bars, movie theaters and concert venues.



Becoming Familiar With Columbus

Victorian Village/Italian Village

Victorian Village is located southwest and Italian Village is located southeast of the OSU campus. Portions of these areas are within walking distance to campus; other areas are a bike ride or quick bus ride away. The most southern tip of these areas is approximately 2 miles from the OSU campus. Victorian Village and Italian Village are comprised of many older, large, Victorian style homes along with apartment buildings and townhomes. There is a large population of OSU graduate students and young professionals in this area. You will find entertainment and dining in these neighborhoods, as well as festivities, including Comfest and the Italian Festival. Comfest is an annual 3-day event held in June in Goodale Park, while the Columbus Italian Festival is a 3-day event held at the beginning of October.



Short North

The Short North is located south of campus, filled with an eclectic hub of bars, shops, galleries, boutiques and apartments that appeal to a diverse population. The Short North is a historic, diverse, urban neighborhood, with many events year round, such as the Gallery Hop (held the first Saturday of every month), the Arnold Classic Sports Festival, as well as home of the Columbus Gay Pride Festival.



Arena District

Located downtown and southwest of the campus area, the Arena District is a fairly new urban area. It is easily accessible through COTA. The Arena District is a trendy area, with newer apartment buildings that are located close to restaurants, shops and nightlife. You will find a large population of young professionals in this area.



Becoming Familiar With Columbus



German Village

German Village, a historic neighborhood south of downtown, is approximately a 10 minute bus ride away from campus. You will find a diverse population, including young professionals, residing in this area. German Village is also home to the Brewery District, an area with many restaurants and bars.



Grandview

Approximately a 5-10 minute drive to campus, Grandview is located west of the campus area. It is home to many graduate students and young professionals. It is made up of a combination of homes, duplexes and apartment buildings. This area is comprised of many restaurants and bars, and hosts the Grandview Hop the first Saturday of every month, April-November.



Clintonville

Located just north of the campus area, Clintonville is home to many young professionals and long term residents. Whetstone Park, a Columbus landmark, is located in this area as well. Whetstone Park has a number of bike trails, tennis courts and baseball fields, as well as the Park of Roses. During the summer, there are a number of events including the Rose Festival and concerts, in the Park of Roses.



Becoming Familiar With Campus

The Oval

In the middle of a hectic city, the Oval is sprawling green space, offering students room for both activity (like the Student Involvement Fair during Welcome Week) and a peaceful refuge for studying (or sun bathing on the weekends). Don't miss this iconic part of campus!



The Ohio Stadium

Colloquially known as the Horseshoe, it's easy to find if you just follow the crowds on a Saturday in September. Be sure to cheer on the Buckeyes as they drive down the field for a truly unforgettable student experience.



The Thompson Library

The Thompson Library is the complete student study retreat. Choose books from their widespread collection, then escape to your own private study space (and there are a lot to choose from)! You can even use OSU wireless service or one of Thompson's 230 computers to be more efficient with your school work. If you need a study break, stop by the Berry Café for a sandwich or salad.



The Ohio Union

Opened in 2010, the Ohio Union has an assortment of food options, stores, and plenty of space to study. Looking to get involved with a student organization? The Ohio Union is home to a multitude of student and administrative offices vital to Ohio State life – be sure to check out NSC and OCCSE in room 3106 on the 3rd floor!



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THE OHIO STATE UNIVERSITY ■ OFFICE OF STUDENT LIFE



Choosing The Right Roommate(s) For YOU!

We'll talk a lot about how to find that perfect rental property, but finding a compatible roommate is just as - if not more - important. Take just as much time and care in choosing your roommate(s) as you do in choosing where you will live.

Your happiness in your living environment is directly related to your relationship(s) with your roommate(s). Personal problems with a roommate can cause unneeded distress in your life. And let's be real, the last thing you have time for is dealing with roommate conflict. Remember, friends are not always the best roommates.

In general, living with other people during your off-campus living experience can be fun and exciting. Keep in mind, there are many implications that go along with signing a lease with other individuals.



Here are some suggestions on how you can set the stage from day one:

Be Clear On Expectations

The best way to do this is by drafting/signing a Roommate Contract, and ensuring each roommate retains their own copy for their files. Feel free to visit Neighborhood Services and Collaboration for assistance on how to draft a Roommate Contract.

Discuss Budget

Some students are on a very strict budget, not only paying for tuition on their own, but also all living expenses. Often they are working 2 jobs in addition to attending school full time, in order to make ends meet. Other students may be fortunate enough to have parents/family members who are willing and able to support the student financially throughout college. These types of students may live together off-campus and should discuss their financial situation and expectations prior to signing a lease. This can help avoid future conflict when it comes to money issues. If you are concerned with your roommate's ability to pay rent regularly, ask to see a credit report. Offer a copy of your own, in return. A copy of your credit report can be obtained through the Columbus Credit Bureau for a small fee, or by visiting annualcreditreport.com.



“Joint and Several Liability”

This is an important legal term for you to know. Most leases will have a joint and several liability clause which essentially means that you can be held individually responsible for the entire lease amount for the entire lease term (as well as for any damages to the property). For example, if you sign an 11 ½ or 12 month lease and the total monthly rent is \$3000, you (and your co-signor) can be held responsible for a total of **\$36,000!** The landlord does not have to bring an action against the tenant who failed to pay the rent or caused the damage; they may go after any tenant/co-signor that they choose. So choosing your roommate(s) wisely is crucial.

Choosing The Right Roommate(s) For YOU!



Plan For Unforeseen Circumstances

You can't predict everything in life, but you can certainly plan for the future. For example, a roommate may run in to financial difficulties and be forced to move out without paying rent. This may leave the financial burden on the remaining roommate(s). Decide how the household would deal with a situation such as this. Often students plan to study abroad and try to find a replacement roommate. Discuss if the remaining roommates will have a say in the selection of a replacement roommate. Discussing such scenarios will only help resolve potential conflict in the future if expectations are clear from the very beginning.

Discuss How The Household Will Deal With Conflict

In an ideal world, you and your roommates will get along great, live in pure bliss and never have any sort of disagreements. However, reality is that you will most likely have some level of conflict while living together, whether it be a huge brawl or a minor disagreement. And you certainly can't discuss every possible scenario that may come up during the lease term. Your best bet would be to discuss how conflict will be resolved, if and when it arises. Will the roommates have a house meeting and vote on how to resolve the problem (majority rules)? Will the roommates assign a neutral third party to assist in a resolution?

Discuss The Lease Term

Although most leases off-campus are 11 ½ or 12 month leases, many students choose to go home during the summer months. Regardless of whether you are living in the rental property, you are responsible for paying your rent on time. Make sure you and your roommates are aware of one another's summer plans and that you are all in agreement on everything, such as:

- ?** Will each roommate be responsible for paying their share of the utilities, even if they are not residing in the property?
- ?** If a roommate wants to sublet their room (and the landlord permits this), is everyone comfortable with this? Will the current roommates have a say on who the room is sublet to?

Draft "House Rules"

1. Will the household have quiet study hours?
2. Will everyone share the cost of food or shop individually and have a hands-off policy?
3. Will everyone be permitted to have overnight guests (and if so, rules pertaining to that)?
4. Will there be stipulations on what temperature the thermostat can be set at?
5. Will the household have a cleaning schedule?
6. Will everyone be permitted to host parties (and if so, rules pertaining to that)?

Searching For Off-Campus Housing

Now that you are somewhat familiar with the OSU and Columbus areas, it's time to begin your housing search. If you are from out of town and will be making a visit to OSU, make sure you contact landlords in advance to make appointments to view rental properties. Keep in mind, landlords are required to provide their current tenants with 24-hours notice prior to showing the property. Most landlords who own rental property in the University District will not have a model unit that they can show you at the spur of the moment.

Once you have set up appointments with various landlords to view rental properties, make sure you are ready for the day(s) of tours. Be sure to take a notebook and pen, which will allow you to take notes of both the positive and negative aspects of the property at each of your appointments. This will be very helpful when it comes time to review your options and to make the final decision.

You should consider many things when deciding where you are going to live:

*#1) Can I
afford
this?*

This is probably one of the most important things that you need to determine. You do not want to over extend yourself simply because you had to have that awesome house with the 2nd level porch and the half bath. Living within your means is key.

Keep in mind, you will not only have to consider the cost of rent, but also utilities, insurance, food, books and various other living expenses. When living off-campus, you must keep track of your money and budget accordingly. It is important to set aside enough money each month for all of your expenses. Many students receive scholarships, grants, hold jobs, and/or receive assistance from family members, etc. in order to cover their living costs.



Make sure that the amount you are spending does not exceed the total amount of income you receive. If you plan on using a credit card, make certain you have enough money each month to pay the total balance. In addition, do not fall prey to “free items” that you may receive by opening up a credit card. Your credit is much more important than a free t-shirt!

Preparing a budget is a great way to keep track of your money and to be financially responsible. Create a spreadsheet to itemize your planned spending as well as the actual amount you spend each month (refer to the “Monthly Budget Plan” on page 58).

Searching For Off-Campus Housing

When renting a property, utility costs can vary a great deal based on the type of unit you are renting, the age of the building, among many other factors. NSC suggests budgeting, at a minimum, an additional \$150/month per person (when living with roommates) for electric, gas, cable, internet and water. If living by yourself, utility costs will most likely be higher.

When viewing a rental property, it may be beneficial to talk to the current tenants and ask them what their average utility bills are per month. Of course everyone has different usage patterns, but this may give you a ball park figure. If you are not able to speak with the current tenants, you may be able to contact the utility companies directly and ask them what the bills were for specific months throughout the year.

There are also clever ways to conserve on utility costs (and who couldn't find it helpful to save a couple bucks each month?). In the winter, cover windows with plastic to keep the cold draft out (especially in older rental homes). This can help you save money on your gas bill each month. In the summer months, keep shades/blinds/curtains closed to keep the bright sunlight out, allowing the property to stay cooler. It may be helpful to invest in a programmable thermostat as well (make sure to check with your landlord before installing a thermostat). When doing laundry, use the cold water cycle in order to save money on heating the water.

The Student Wellness Center is also a great resource for your financial education. Not only do they provide free financial counseling, but they also have helpful resources and tools to assist you in making the best financial decisions. Visit them online at swc.osu.edu/financial-education-and-counseling/ or call 614.292.4527.

If you are seeking employment, the office of Student Financial Aid has an online resource for on and off-campus job listings, found at sfa.osu.edu/jobs. The Ohio Union also holds an on-campus job fair each September during Welcome Week. Visit ohiounion.osu.edu and studentlife.osu.edu/jobs for more information.



Tip For Winter

Cover windows with plastic to keep the cold draft out and to save money on your gas bill each month.



Tip For Summer

Keep your blinds and curtains closed to keep the sunlight out and save on A/C costs.

Searching For Off-Campus Housing

#2) Am I comfortable with the location of the rental property?



Of course we all have our desired location for our off-campus apartment/house, but you have to make sure you can also afford to live in this area. You do not want to get yourself into a situation where you feel unsafe and live in a crime ridden area simply because it will save you a few bucks. Be smart and do your research. Here are some key tips to follow:

- ✓ Visit the property during the day, at night and on the weekends to see if there is a major difference in environment (and if there is, make sure you are comfortable with this). Follow your gut; if you get the sense you are unsafe or uncomfortable in your surroundings, chances are you feel this way for a reason.
- ✓ Talk to the current tenants and/or neighbors and see what their experience has been in regards to crime, safety issues, etc.
- ✓ Check out crime statistics for that particular area by visiting the Columbus Police Department's website at columbuspolice.org/reports
- ✓ Talk to your friends! Often, your friends can be your best resource when trying to find a suitable off-campus property.



Semester Change

You may have already heard, The Ohio State University is transitioning from quarters to semesters! The change will begin June 2012. What does this mean in terms of housing? Most landlords with housing in the University District will be leasing August through July. Lease terms should remain the same, 11 ½ - 12 month leases. For more information, visit myswitch.osu.edu



Searching For Off-Campus Housing

#3) Is the property suitable for me (and my roommates)?

Very rarely will you find *exactly* what you are looking for in a rental property; compromise is a given. You may have to give up that dream of having a roof top deck or outdoor pool. However, you need to make sure you find a place that meets your crucial needs. Be realistic on your expectations of what you will find and what you can afford. Make sure you and your roommates are on the same page; make a list of amenities that you must have, so you are all prepared prior to looking at any properties.



#4) Is the landlord reputable?

Most landlords initially seem nice, but you never know what the future holds. Make sure you talk to the current tenants (when the landlord is not present) to find out what their experience has been with the landlord. Ask questions such as:

- ❓ Was the place ready to move in at the start of the lease term?
- ❓ Does the landlord repair things in a timely fashion?
- ❓ Does the landlord provide 24-hours notice prior to entering the premises?
- ❓ Is the landlord respectful and easy to work with?
- ❓ Would you rent from this landlord again?

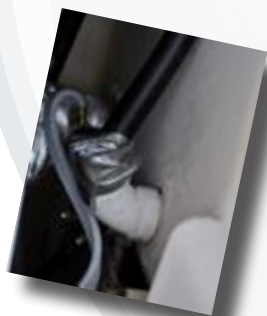
In addition, review the Undergraduate Student Government's annual Renter's Guide (which contains a compilation of ratings from other students of many local landlords). And again, talk to your friends! They can often tell you the ins and outs of not only different locations but also give you some insight on various landlords in the area.

How To Inspect A Property

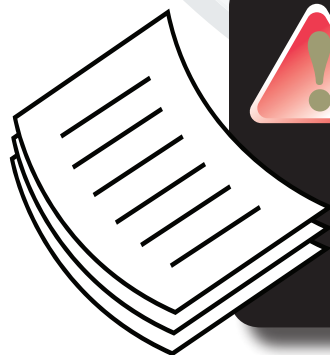


Once you and your roommates have found a potential rental property you are interested in, make sure you view the property again before signing the lease. Go through the entire rental unit and inspect it thoroughly.

After inspecting the property, if you and your roommates are still interested in renting the property, make sure to get a sample lease from the landlord. Take this sample lease to the Student Legal Services office so that they may provide you with a lease review.



- Turn all faucets and shower heads on to make sure the hot/cold water works.
- Flush all toilets.
- Check the thermostat and make sure the heat and a/c work properly.
- Make sure there is a sufficient amount of outdoor lighting for your safety.
- Open/close and lock/unlock all windows and doors to make sure they function properly.
- Talk to the current tenants and ask if they've had specific problems with anything in the rental property.
- If you do see any issues and/or any upgrades that you must have, make sure you discuss each item with the landlord, and if they agree, put all those items in writing into the lease itself.



What is a lease review?

The Student Legal Services office will go through the entire lease with you, explain any clauses that you may not understand, let you know if there are any unenforceable clauses in the lease, and draft any verbal agreements in writing into the lease.

What To Expect When Signing A Lease

Although not all landlords have the exact same policies, the typical renting requirements in the Columbus area are somewhat consistent.

- ✓ You and each of your roommates will be asked to fill out an application (one for each of you). Most times there is a fee associated with this (typically \$30-\$75/per person range). The landlord may check your credit report.
- ✓ Most campus-area landlords require a tenant under the age of 23 to have a co-signor (typically a parent or guardian).
- ✓ Once your application has been approved, you will be asked to sign a lease. If you will be living with other individuals, make sure all tenants and co-signors sign the lease and submit it at one time. You do not want to end up in a position where you sign and submit your copy of the lease and later discover that none of your roommates and/or co-signors signed and submitted their copies. You could still potentially be held responsible for the total rent amount for the entire lease term!
- ✓ Once all documents have been signed, make sure each roommate keeps a copy of everything! Maintaining your own files is imperative; do not depend on a roommate to file away these important documents.
- ✓ After signing the lease, most landlords will require a security deposit to be paid (this is usually equivalent to one month's rent).



What is a security deposit?

A security deposit is a payment most landlords require in order to ensure that the property isn't damaged and that all money due is paid. The purpose is to secure your performance under the lease. A security deposit is refundable, as long as you are up-to-date on all payments and the property is returned in the same condition as it was received, minus normal wear and tear. A security deposit is usually a good chunk of money (typically equivalent to one month's rent), so you want to make sure you protect this money.

How Can I Protect My Security Deposit?

Documentation, documentation, documentation! When moving in to your rental property, make sure to take pictures and video of the entire property (preferably prior to moving any furniture in). Document everything, from floor to ceiling. This will allow you to have a record of the condition of the property at the time of possession. In addition, make sure to send your landlord a letter outlining a list of all repairs that need to be made, making sure to keep a copy for your own records. Landlords often provide tenants with a move-in checklist when moving in, as well as a move-out checklist, when moving out. It is certainly a good idea to fill these checklists out (making sure to keep a copy for your records), but always take pictures and video during time of move-in as well as move-out. Refer to the "Move-In/Move-Out" checklist on pages 56 and 57. NSC can also provide helpful tips on how to properly document the property through video.

How To Prepare For Your Move Off-Campus

Moving into an apartment/house can be a very exciting time! This is a new place to live, with a new sense of freedom, as well as a new set of responsibilities. Make sure you are fully prepared for your off-campus move!

Set Up Utilities



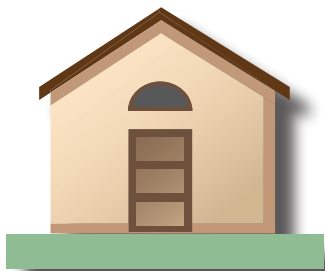
Generally speaking, it is the tenant's responsibility to set up the utilities (this can include water, gas, electric, refuse, cable and internet). It is beneficial to contact the utility companies at least 2 weeks in advance. Remember, everyone in the University District will be looking to hook-up their utilities around the same time, so you want to make sure you get on the schedule as quickly as possible.



In addition, we do not advise students to put all utilities bills in one person's name (for multiple reasons). If someone does not pay their share of the bills one month, you do not want the burden to always fall on the same person. In addition, setting up a utility bill in your name helps build your credit. And your credit is a very important thing in life. So take this opportunity to build your credit and learn how to pay bills (on time)!

Purchase Renter's Insurance

It is *highly recommended* that all tenants purchase renter's insurance. Landlords typically have property insurance to cover the actual structure of the building, but this does not cover your personal property. You need to make sure to have insurance to replace your belongings if they are damaged in a fire or flood, or stolen, for example. Most insurance companies will provide competitive rates if you bundle your insurance packages (i.e. if you have your car insurance and renter's insurance through the same company). Renter's insurance is very inexpensive and affordable; there's no excuse for not having renter's insurance!



Keep OSU Updated With Your Local Address

Update your new local off-campus address at buckeyelink.osu.edu each year. Assisting you properly can only be done if we know where you live. Making sure to keep your local address up-to-date with the University will allow your Community Ambassadors to know where you live on their street in order to plan events and to keep you notified of fun and informative programs as well as important announcements, such as street sweeping dates, and safety and crime information.

How To Prepare For Your Move Off-Campus

Do You Need To Purchase A City Parking Permit?

Many landlords do not offer and/or guarantee off-street parking. And if you are planning on having your car while living off-campus, you need to make sure you have a place to park. Make sure you read the signs carefully! Certain areas in Columbus do require you to have a City Parking Permit, especially in the University District area. The cost for a City Parking Permit is as follows:

Purchase Date:

September 1 to November 30 - \$25

December 1 to February 28 - \$20

March 1 to May 31 - \$15

June 1 to August 31 - \$10

A representative from the City of Columbus sells City Parking Permits at the NSC office for a limited time in mid-September. For the 2011-2012 school year, City Parking Permits will be sold September 14th-21st (excluding the weekend) from 10am to 4pm in 3106 Ohio Union.

If you need additional information, contact the Parking Violations Bureau at 614.645.6400 or visit publicservice.columbus.gov/



Register To Receive Campus Crime Alerts

Campus Crime Alerts are provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. In general, criminal suspects are unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, University Police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning where necessary. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police.

Ohio State University Police are responsible for a Campus Crime Alert when a crime is reported to or brought to the attention of the Ohio State University Police, and that crime represents a threat to the safety of members of the campus community. Information for alerts also comes from other law enforcement agencies or other offices. Every attempt will be made to distribute the Alert within 12 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts on the incident. Alerts are distributed to on-campus offices, residence halls and libraries, off-campus businesses, on- and off-campus postings and the Internet (dps.osu.edu/police/crime_alerts/).

How To Prepare For Your Move Off-Campus

Who Is Bringing What?

Make sure you and your roommates are clear on who is bringing what furniture, appliances, cleaning supplies, etc. on move-in day. Otherwise you could end up with 3 kitchen tables and no chairs!

Determine How Rent Will Be Paid Each Month

Some landlords require rent to be paid in one check while others allow tenants to pay rent individually. Some expect a check to be dropped off or mailed while others require tenants to pay rent payments online each month. Make sure you are aware and prepared for how your landlord requires rent to be paid. If you and your roommates are required to cut one check for the rent payment each month, how will this be done? Will one person collect rent from everyone prior to the due date? Will everyone have a joint checking account solely for rent payments? Make sure you and your roommates have discussed this and have come to an agreement.

Update Your Cell Phone Number With Buckeye Alert!

The system is designed to keep you informed of any ongoing emergencies via text message to your cell phone. This is a free service that will inform you of where you should go and what you should do to remain safe in the event of an emergency. Students are automatically enrolled in this service - make sure to visit buckeyealert.osu.edu to keep your cell phone number up to date.



For more information visit:
buckeyealert.osu.edu



attention students

CORT makes furnishing your apartment easy!

Have your apartment furnished in just 48 hours! CORT will deliver and set everything up. And, when school's out - just call to have everything picked up! **No credit check! Charge your monthly payments to your credit card!**

student package

\$99 - 12 month lease*

\$129 - 9 month lease*

deluxe student package

\$159 - 12 month lease*

\$189 - 9 month lease*

Roommate?

add a bedroom

\$55 - per month*

add a study

Desk, Chair and Bookcase

\$30 - per month*

student package includes:

Sofa, Chair, Cocktail Table, End Table, Lamp, Dining Table, Dining Chairs (4), Queen Mattress and Box Spring, Headboard, Dresser, Mirror, Nightstand and Lamp

deluxe student package includes:

Sofa, Accent Chairs (2), Cocktail Table, End Tables (2), Lamps (2), Dining Table, Dining Chairs (4), Queen Mattress and Box Spring, Headboard, Dresser, Mirror, Nightstand, Lamp, Artwork (3), 32" Television and TV Stand

CORT CODE



FOR SMARTPHONES

Order your furniture today!

www.cort.com/student

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614.985.7368

CORT[®]

Wherever you're heading,
we'll be there.

A Berkshire Hathaway Company

*Pricing is per month. Sales tax, waiver and transportation fees not included.

GO BUS!



The city is full of places to explore.

Take COTA **GO BUS!** to find your favorite off-campus destinations throughout Columbus.

Plan your trip at www.cotagobus.com using Google Trip Planner or COTA's text-messaging system that provides times for the next-scheduled bus for any stop. Just text the **TXT 4 NXT ID code to 25252!**



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unlimited access
on any COTA bus.

COTA 
CENTRAL OHIO TRANSIT AUTHORITY



"A LIVING Tradition For Over 50 Years"

Studio, One, Two, and Three Bedrooms available NOW for summer and fall 2012!



FREE:

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- Happy Hours
- Fitness Center
- pool
- Tailgate Parties
- PARKING

Text: UVL
To: 88000
For more information!



614.261.1211

505 Harley Dr.
Columbus, OH 43202

Olentangy River Rd. and Ackerman



facebook.com/uvillage
OSU_BigRedBus

universityvillage.com



Email: info@hometeamproperties.net
<http://www.hometeamproperties.net>

HOMETEAM PROPERTIES

OFFICE LOCATED AT
222 E 11TH AVE

WHY HOUSES VS APARTMENTS?

- Spacious Living Areas/Extra Large Bedrooms
- Newer Kitchens with Dishwashers
- Newer Furnaces with Central Air
- Available Washer/Dryer Hookup
- Lower Utilities - Ask Why?
- Energy Efficient Windows
- Newer Hardwood Floors
- Free Off-street Parking
- Porches
- And Much More!



61-63 E Woodruff



194 E 12th

HOUSES & APARTMENTS AVAILABLE

LEASING FOR FALL BEGINS DECEMBER 1ST

10+ PERSONS

- 240 E 15th 18-24
- 1978 luka 18-22
- 43 E 15th 15-16
- 86 Chittenden 14-15
- 1952 luka 12-16
- 90 E 12th 12-14
- 1846 Summit/16th 10-13
- 1965 Indianola/17th 10-12
- 58 E 12th 10-11
- 71 E 13th 10-11
- 1985 Waldeck/18th 10-11
- 135 E 14th 9-11
- 62 E Woodruff 9-10
- 119 E 13th 9-10
- 244 E 17th 9-10
- 1957 Indianola/17th 9-10
- 80-82 Euclid 8-10
- 115 E 12th/Indianola 8-10
- 195 E 14th 8-10

8-9 PERSONS

- 222 E 16th 9
- 199 E 14th 8-9
- 179 E Lane 8-9
- 278 E 14th 8-9
- 278 E 15th 8-9
- 88 W Northwood 8
- 185 E Lane 8
- 187 E 12th 8
- 242 E 18th 8
- 405 E 15th 8
- 1888 Summit/17th 8
- 52 E Woodruff/Tuller 7-8
- 86-88 Chittenden 7-8
- 130 W Northwood 7-8
- 237 E 11th 6-8

6-7 PERSONS

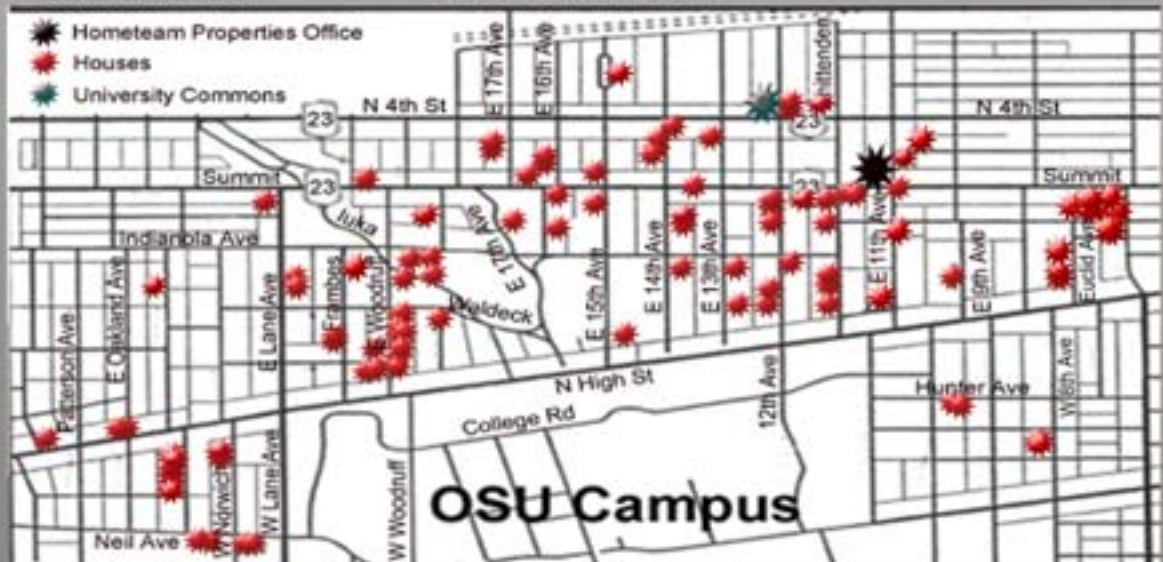
- 78 E Woodruff 7
- 186 E Northwood 7
- 193 Frambes 7
- 1993 Summit/19th 7
- 284 E 13th 6-7
- 286-288 E 16th 6-7
- 289 E 14th 6-7
- 328 E 17th 6-7
- 1656 Summit St 6-7
- 1668 N 4th/13th 6-7
- 2143 Indiana /Lane 6-7
- 2215-2217 Neil/Lane 6-7
- 299-301 E 17th 5-7
- 72 E Woodruff 6
- 103-105 E Woodruff 6
- 308 E 14th 6
- 1394 Indianola 6
- 21 E Maynard/High 5-6
- 50-52 Euclid 5-6
- 56 W Norwich 5-6

- 92-94 Frambes 5-6
- 109-111 E Woodruff 5-6
- 113-115 E Woodruff 5-6
- 116 W Northwood 5-6
- 130 W Northwood 5-6
- 194 E 12th 5-6
- 1641 Indianola 5-6
- 122 W Northwood 5
- 140-142 E 11th 5
- 175 E 11th 5
- 182 E 11th 5
- 149-151 Chittenden 4-6
- 291 E 14th 4-6
- 1633-1635 Summit 4-6

1-5 PERSONS

- 61-63 E Woodruff 4-5
- 73-75 Chittenden 4-5
- 80-82 Euclid 4-5
- 328 Chittenden 4-5
- 2251-2253 Neil/Lane 4-5

- 2310-2312 High 4-5
- 1529 Summit 4-5
- 50-52 Euclid 4-5
- 333-335 E 12th 3-5
- 222 E 11th 2-5
- 290 E Lane 1-5
- 78-80 W Norwich 4
- 104-106 W Northwood 4
- 108 W Northwood 4
- 167 E Norwich 4
- 84 E 9th/High 3-4
- 180-182 W 8th 3-4
- 1712 Summit 3-4
- 45 Euclid 3
- 1394 1/2 Indianola 3
- 192 E 12th 2-4
- 320 E 17th 2-4
- 331 E 18th 2-4
- 1548-1550 Hunter 2-4



Call us at (614)291-2600



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SMALL ENOUGH TO PERSONALIZE IT!

(614)291-2600

HOMETEAM
PROPERTIES



289-291 E 14th Ave
2310-2312 N High



1965 Indianola
244 E 17th



1985 Waldeck



University Commons

The University Commons is located on 12th Ave just a few blocks from High Street. Beautiful 1, 2 and 3 bedroom apartments with newer hardwood floors, bathrooms and kitchens w/ dishwashers. All apartments have energy efficient windows, central air, large bedrooms and much more. There is off-street parking, an on-site laundry facility & a gated courtyard with picnic area and bike racks.



studentlegal.osu.edu



STUDENT LEGAL SERVICES

20 E. 11th Ave.

614.247.5853

- **LANDLORD-TENANT**
- **CRIMINAL MISDEMEANORS**
- **TRAFFIC OFFENSES**
- **UNCONTESTED DOMESTIC MATTERS**
- **CONSUMER TRANSACTIONS**
- **DOCUMENT DRAFTING**

OUR SERVICES

Personal advising sessions

Court representation

Informational brochures

Educational programming

Sample documents

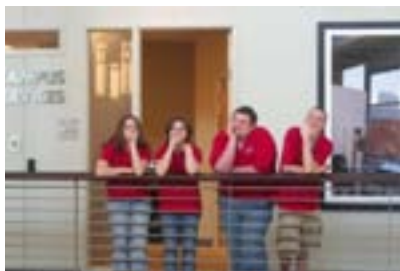
**MAKE AN
APPOINTMENT**

studentlegal.osu.edu

Support Services

Off-Campus Living

There are a multitude of Ohio State and City of Columbus offices and services that can help and support you during your off-campus living experience. The resources are available; it's up to you to seek them out!



Neighborhood Services and Collaboration
3106 Ohio Union
1739 N. High Street
614.292.0100
offcampus.osu.edu

The office of Neighborhood Services and Collaboration is here to educate and support you in your off-campus housing search and throughout your off-campus living experience. NSC keeps in contact with local landlords in the area and advertises their properties on the online housing search. NSC also has an online roommate search, to assist students in finding roommates off-campus. Although the office cannot rate landlords and/or areas, the office is here to educate students and provide the tools and resources to find the most suitable place for you!



Off-Campus and Commuter Student Engagement
3106 Ohio Union
1739 N. High Street
614.292.0100
offcampus.osu.edu

The office of Off-Campus and Commuter Student Engagement is here to educate and support you whether you choose to live off-campus or commute to The Ohio State University. Programs and services include but are not limited to the online rideshare/ carpool search, the annual Commuter Preview Day, and the Community Ambassador Program.

Student Legal Services
20 E. 11th Avenue
614.247.5853
go.osu.edu/studentlegal

Student Legal Services at The Ohio State University (SLS) is a team of legal professionals providing legal services to Ohio State students. Eligible students pay an annual participation fee for the SLS plan. SLS services consist of court representation, personal advising sessions, informational brochures, sample document drafting, and a variety of educational programs. SLS's scope of services includes Landlord-Tenant disputes, criminal misdemeanors, consumer transactions, traffic offenses, uncontested domestic matters, simple document drafting, and other miscellaneous matters.



Key Tip

Before you sign a lease to live off-campus, we recommend having your lease reviewed by SLS. When you're moving and living off-campus, if legal issues arise, meet with SLS staff to discuss your legal rights and options. For more information about the SLS plan and to schedule an appointment, visit go.osu.edu/studentlegal

Support Services

Mediation and Counseling



The Student Mediation Program
33 W. 11th Avenue
Room 115
614.292.0748
studentconduct.osu.edu

Ohio State's Moritz College of Law has partnered with Student Conduct to offer free mediation services to all Ohio State students as an avenue to resolve conflicts and disagreements. Mediation is a problem solving process guided by a neutral third party who assists in understanding the issues and exploring options, with the goal of resolving the dispute. All parties have the opportunity to express their concerns. The mediator will not choose sides and will not attempt to determine who is telling the truth or who is lying. The mediation process is confidential with limited exceptions. Since mediation is voluntary, all parties must be willing to consider a mediation in order for the process to continue. Mediation sessions typically last from 1.5 to 2 hours. Not all parties have to be OSU students; as long as at least one of the parties is an OSU student, the parties may use the Student Mediation Program.

Common Disputes Resolved by Mediation:

- Roommate conflicts
- Money disputes
- Property disputes
- Work related disputes
- Student organization disputes
- Group project disputes
- Relationship disputes

Benefits of Mediation:

- Effective, known for high success rate
- Fast and convenient
- Free
- Confidential
- Voluntary
- Saves your reputation
- Expands your options
- All parties have a say
- Agreement is self-determined



Counseling and Consultation Service
Younkin Success Center, 1640 Neil Avenue
614.292.5766
ccs.osu.edu
Email: ccs@studentlife.osu.edu

CCS is here to provide counseling and consultation to currently enrolled undergraduate and graduate students. The office also works with spouses/partners of students who are covered by the Comprehensive Student Health Insurance. We offer counseling and therapy to help you address personal, mental health, academic, and career concerns. Both individual and group counseling are available. In counseling, CCS works together to help you develop more personal awareness and the skills needed to overcome problems and help you grow and develop in ways that allow you to take advantage of the educational opportunities at the university.

Support Services

Health and Advocacy



Student Wellness Center

337 W 17th Avenue, Room B130 RPAC

614.292.4527

swc.osu.edu

Email: wellness@osu.edu

The Student Wellness Center serves to promote the nine dimensions of wellness: emotional, occupational, social, intellectual, spiritual, physical, financial, aesthetic, and environmental, by providing information on various health issues, providing programs and services to individuals and groups, and contributing to the development of a more healthy and caring campus community. Some of the programs and services they provide include:

- Financial counseling is provided by Scarlet & Gray peer educators. Walk-in counseling is available in the Student Service Center on Mondays from 1:00-5:00 pm. Appointments are also available by calling the Student Wellness Center (SWC) at 292.4527.
- Nutrition counseling is provided by a registered dietician. For more information and to schedule an appointment, visit go.osu.edu/D5X.
- Anonymous and confidential HIV testing is available at the SWC. It is an oral swab test—meaning no needles and no blood. Results are ready in 20-40 minutes. To schedule an appointment, call SWC at 292.4527.
- The SWC invites all students to join Condom Club. With a free membership, students can purchase up to 50 condoms per day for only \$5, after watching a short demonstration on using a condom correctly. To join, bring your BuckID and any questions to SWC on Mon, Wed, or Fri 2:30-4:30pm, or Tues or Thurs 4:30-6:30pm.
- The SWC provides sexual violence education and support for situations of sexual assault, sexual harassment, stalking and intimate partner abuse. They can aid in criminal justice and/or student judicial reporting and in obtaining protection orders. Their Sexual Violence Assistance Fund is available to aid with expenses associated with an experience of sexual violence. For more information, visit go.osu.edu/D5Z, call 292.4527, or email sves@osu.edu.
- The SWC is a great resource for information and support regarding alcohol, tobacco, and other drug use. Alcohol and marijuana screenings and tobacco cessation kits are available free of cost.



Student Advocacy Center

1120 Lincoln Tower, 1800 Cannon Drive

614.292.1111

studentlife.osu.edu/advocacy

Email: advocacy@osu.edu

Do you have a problem you don't know how to solve? Is there information you cannot find? The Student Advocacy Center was established to help answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance as you look at ways to solve problems and make choices. Their aim is to help you become better informed so that you can focus on your classes, make important decisions about your future, and ultimately achieve your dream of a college degree.

Support Services

Trash Collection

311 Columbus Call Center

The City of Columbus Call Center provides a way for you to submit requests for city services by calling 614.645.3111. The Call Center is the single point of contact for residents to request all non-emergency city services such as reporting a pothole, reporting a knocked down tree, as well as scheduling a bulk-trash pick-up.

Check out 311.columbus.gov for more information.



Trash Collection

Trash collection for the city of Columbus is managed by the Department of Public Service, Division of Refuse Collection.

How To Determine Your Trash-Collection Day

- Wheeled containers and 300 gallon containers are emptied once a week.
- Columbus dumpsters are emptied once a week, within a two-day window.
- To look up your designated trash-collection day, visit publicservice.columbus.gov/refuse/

What Can I Place In My Trash Container?

- Most of your household trash can be placed in your container.
- Trash must be bagged and tied before you place it

in your container. This prevents litter and is required by Columbus City Code.

- Do not put trash around the outside of the container. Only trash inside the container will be collected.
- Yard waste cannot be thrown away with regular trash.
- Items such as old furniture that are too large for your container are considered bulk trash. The City provides free collection of these items, but you must contact the City to schedule a bulk collection.
- Recyclable items such as plastic bottles, paper and cans should not be placed with your household trash, but should be brought to a recycling location.
- Some household trash, such as pesticides or other chemicals, is hazardous and cannot be placed with regular trash.

Where Do I Place My Wheeled Container?

- Place your container at your designated collection point before 6:00 a.m. (but no more than 12 hours prior to collection).
- Please call the 311 Service Center at 614.645.3111 if you do not know your designated collection point.
- Remove your container from the collection point no more than 24 hours after collection and keep it in a secure place.

Support Services

Trash Collection and Recycling

Bulk Item Collection

Bulk items are not collected unless the resident schedules a bulk pick-up collection. Some large items cannot be thrown away because they are too big to fit in the trash container. Residents should contact the City's 311 Customer Service Center to schedule a pick-up of their bulk items by calling 614.645.3111, or online at 311.columbus.gov. Bulk items include, but are not limited to:

- Furniture
- Lamps
- Carpet
- Mattresses



Unacceptable Trash Items

Some items cannot be collected by the City of Columbus. This includes, but is not limited to:

- Hazardous, flammable or explosive materials
- Auto parts and tires
- Excavating and building materials
- Refrigerated appliances (refrigerators, freezers, dehumidifiers, heat pumps, water coolers and air conditioners)
- Furnaces, pianos, spas, hot tubs or pool tables

Donating Items

The best option for disposing of large items in good condition is to give them to a friend or charitable organization, or take part in OSU's Dump and Run (recycling.org.ohio-state.edu/)! Franklin County's FirstLink (614.221.2255) can also provide referrals to organizations that will accept donations of old furniture, appliances or other items such as clothing and use them to help families in need. Many local churches will also take donated items and give them to families in need.

Hazardous Waste

Household hazardous waste cannot be disposed of in your trash container. These items include but are not limited to:

- Propane
- Gasoline
- Paint
- Bleach
- Batteries
- Rat poison

Call the Columbus 311 Services Center with any questions.

Recycling

There are a number of recycling drop-off locations near the OSU campus area. Some include but are not limited to:

Beta Theta Pi House:	165 E. 15th Avenue
Indianola Middle School:	420 E. 19th Avenue
Newman Center:	64 W. Lane Avenue
Tuttle Recreation:	240 W. Oakland Avenue
Godman Guild:	303 E. 6th Avenue
Weinland Park Elementary:	211 E. 7th Avenue

Support Services

Street Sweeping, Utilities & Bus Systems

Street Sweeping

The Division of Planning and Operations' Street Maintenance Section maintains the annual street sweeping program from April through October. Street cleaning is done on a citywide non-posted basis and also in five Columbus neighborhoods that require posted parking restrictions. Cars not moved during posted sweeping dates will be towed at the owner's expense and other fines may apply. Sweeping programs are usually initiated by civic association request and considered in areas where there is a demonstrated need. During sweeping, debris is removed from the streets and then the street is scrubbed and rinsed. Around the University District area, street sweeping takes place on the 2nd Thursday of each month on the north and east sides of the street. It also takes place on the 2nd Friday of each month on the south and west sides of the street. Your Community Ambassadors do their best to remind residents of their street sweeping schedule.

Utilities

Generally speaking, it is the tenants' responsibility to set-up the utilities. Keep in mind, most students in the University District will want to set up their utilities around the same time. It is beneficial to contact the utility companies at least 2 weeks in advance in order to get the desired appointment date. The following are some of the local area utility companies that you may use:

Electric

American Electric Power (*aep.com*): 800.277.2177
Columbus Electric Services: 614.645.7360

Gas

Columbia Gas (*columbiagasohio.com*): 800.344.4070

Water

Columbus Water (*cityofcolumbus.org*): 614.645.8270

Guardian Water & Power (*guardianwp.com*):
614.291.3141

If there are multiple roommates, it may be best to put one utility bill in each person's name. 1) This will help build everyone's credit ratings. 2) If one person does not pay their share of the bills, the burden will not fall upon just one person.



CABS (Campus Area Bus Service)
CABS Hotline: (614) 292-RIDE
Transportation & Parking: (614) 292-9341
Handivan Service: (614) 292-6202
E-mail: tpinfo@osu.edu

CABS is part of the University's Transportation & Parking Services department and provides convenient transportation in and around the Columbus campus. No ID or bus pass is needed to ride on regularly scheduled on-campus CABS buses! Just hop on the campus bus at any of the bus stops located on campus and throughout the surrounding neighborhood.

COTA (Central Ohio Transit Authority)
cota.com

All OSU students are able to ride the COTA city buses for free by showing their Buck ID (students pay a mandatory \$9 fee with their tuition). Use the TripPRO tool on cota.com for a customized trip itinerary.

Support Services

Safety Services

Neighborhood Policing Center

614.299.2279

248 E. 11th Ave Columbus, OH 43201

The Neighborhood Policing Center, located between Summit and N. 4th, brings together law enforcement agencies and community organizations in an innovative and unique way to increase safety and visibility of police officers in the University and Weinland Park areas.

Community Crime Patrol

614.299.2279

284 E. 11th Ave Columbus, OH 43201

communitycrimepatrol.org

Acting as an extra set of eyes and ears for the Columbus Division of Police, Community Crime Patrol, Inc. (CCP) has a basic mission of getting the police to situations where they are needed.

CCP is a group of highly-trained citizen patrollers working to increase safety in Columbus neighborhoods. Equipped only with flashlights, two-way radios, and their training, CCP patrollers deter criminals, build neighborhood awareness of crime prevention techniques, assist in the apprehension of suspects, and provide first aid when needed. There are currently 20-25 patrollers in five neighborhoods. During the past 20 years of operation, the patrollers have:

- reported over 39,000 incidents
- been an integral part of over 800 arrests
- helped in stopping a sexual assault and were awarded the Meritorious Public Service Award by the Columbus Police for their actions
- successful in finding lost children
- identified over 100 drunk drivers
- assisted in the apprehension of several individuals carrying concealed weapons

To access CCP's monthly report, visit communitycrimepatrol.org and click on "View Current Report".

The Ohio State University Department of Public Safety

614.292.2121 (non-emergencies)

Although public safety is their job, it is the responsibility of everyone at the University. Through programs of education, information, and active police and security presence they endeavor to ensure that students, faculty, and staff are free from safety distractions so that they may learn, teach, and conduct research.



Columbus Division of Fire

Headquarters: 3675 Parsons Avenue Columbus, OH 43207

614.221.2345 (non-emergencies)

The City of Columbus is geographically divided into 7 battalions, each of which is directed by a Battalion Chief who is responsible for the administration and direction of all activities within their battalion. Among these seven battalions there are 31 fire stations equipped with 31 engine/medic companies, 2 engine companies, 16 ladder companies, 32 medic transport vehicles, 5 rescues, hazmat vehicle, bomb unit and 7 EMS supervisors.

Student Escort Service

614.292.3322

No, not that kind of escort service! OSU's Student Escort Service provides an escort to walk or drive you to and from your destination. This is a free service for OSU students. Keep in mind, rides are scheduled on a first-come first-serve basis.

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With your neighbor? With your coworker?

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Program offers
free services for
conflict resolution.

For more information,
call 614-292-0748 or visit
studentconduct.osu.edu



Be Smart. Stay Safe.
Always lock windows and doors.



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Questions? Contact the member care center at:
1-877-654-4400



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www.krgrentals.com
(614)291-8000

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Member of Neighborhood Services and Collaboration Landlord Registry

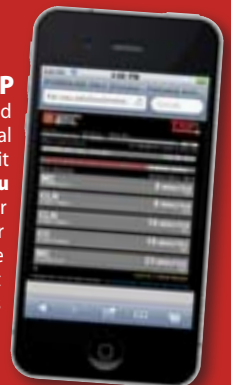


CONTACT US FOR ALL OF YOUR TRANSPORTATION AND PARKING NEEDS



CABS TRIP

For estimated CABS arrival times visit trip.osu.edu from your computer and mobile phone, or text OSUTRIP*[bus stop#] to 41411.



PAY-N-DISPLAY

Parking pay machines that allow customers without parking permits to purchase short-term parking throughout campus. Please see our website for more information.



614-292-9341 • 1-877-OSU-PARK (toll free) • tp.osu.edu

A Message From Your Columbus Police Department (CPD)

On behalf of the over 2,000 employees of the Columbus Police Department, we would like to say welcome to Columbus!

The men and women of the Columbus Police Department are dedicated to improving the quality of life in our city through cooperative interaction with our community. We are responsible for protecting life and property, enforcing laws, and taking all appropriate measures to combat crime.

We wanted to share a few important tips on how to stay safe on and off-campus.



1. Always be both observant and aware of your surroundings. Never walk by yourself at night. Try to stay in well lit places and avoid alleys. Student Safety Services has a free escort service, and this service can be used for walking or car transportation to your destination.

2. Always keep your doors locked! Doors are the primary target of entry for most residential criminals. Burglars don't like to be observed while they are working, they often shun well lit areas. Install exterior lights near the entryways of your property to provide extra security.

3. In addition to locking doors, always make sure windows are locked. Leave all shades and blinds in their usual positions, and never place anything of value in plain sight.

4. If you leave for an extended period of time, there a few preventative measures you can take:

a. Have a friend or neighbor check your property from time to time.

b. Leave a few lights on, or purchase a timer that will automatically turn the lights on and off.

c. If you have someone checking your place, have them gather your mail. If mail starts to accumulate, it is a sure sign that nobody is home!

5. The burglary threat is always present in the off-campus area.

Prevention goes beyond locking your doors and windows. If you see anything you deem suspicious, contact the police right away! Always remember to never open your door to a stranger. Ask for a form of identification from salespeople or utility employees. As stated before, always be aware of what is going on around you!

The Columbus Police Department is here to serve you with proactive approaches to preventing crime. Be a good neighbor and report any suspicious activity, person or vehicle to the police. If you take the right steps and do your part, you and the community around you will benefit greatly.

Living Off-Campus

Rights & Responsibilities

Living off-campus can be a fun and exciting time, but you should also be aware of your rights and your responsibilities as a tenant, roommate, neighbor, and community member.

It is extremely important to make sure you are aware of your surroundings at all times, and to take all safety precautions to make sure you have a safe and healthy living experience off-campus.



Rights & Responsibilities

Did you know that there is a law in Ohio that regulates the relationship between landlords and tenants? This is known as the Ohio Landlord-Tenant Law and sets forth the rights and responsibilities for both landlords as well as tenants. In addition, the City of Columbus has also implemented several city ordinances. The following information will help you understand the law and city ordinances so that you may have a successful experience in your off-campus community. *NOTE: The following information only refers to the Ohio Law and does not constitute legal advice. If you need legal advice, you must contact an attorney. The law may have changed since the date of this publication (8/2011).*

Landlord & Tenant Obligations: Both landlords and tenants have certain statutory obligations, regardless of anything set forth in the lease.

TENANT Obligations under Ohio Landlord-Tenant Law

- Keep the property safe and sanitary.
- Dispose of all garbage in a clean, safe and sanitary manner.
- Use electrical and plumbing fixtures properly.
- Comply with housing, health and safety codes that apply to tenants.
- Refrain from damaging the property.
- Keep appliances supplied by the landlord in good working order.
- Do not disturb your neighbor's peaceful enjoyment.
- Allow the landlord to enter the premises if the request is reasonable and proper advance notice was given. Proper notice typically refers to 24 hours notice, although in an emergency type situation, it may be less.

LANDLORD Obligations under Ohio Landlord-Tenant Law

- Comply with all applicable building, housing, health and safety codes.
- Keep the property in a fit and habitable condition.
- Keep all common areas safe and sanitary.
- Maintain all appliances and equipment.
- Provide 24 hours notice prior to entering the unit (unless there is an emergency).



Living Off-Campus

Rights & Responsibilities



OSU Code Of Student Conduct

It is a violation of The Ohio State University Code of Student Conduct to participate in off-campus behavior that causes substantial property damage or serious harm to the health or safety of members of the University community. Some examples would be hosting an out-of-control party, setting fires, setting off fireworks, standing on or rocking cars, throwing glass bottles or other dangerous items, and rioting (5 or more persons engaged in disorderly conduct).

Failure to obey orders to disperse from law enforcement or University authorities is a Code violation. Bystanders and "cheerleaders" at disturbances may be subject to University discipline. In addition to any civil or criminal charges you might face for these behaviors, you will also be subject to University judicial action and could be suspended or dismissed from The Ohio State University.

The Code of Student Conduct outlines many different behaviors including but not limited to:

Riotous Behavior

1. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
2. Proscribed behavior in the context of a riot includes but is not limited to:
 - a. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
 - b. Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
 - c. Failing to comply with a directive to disperse by university officials, law enforcement or emergency personnel; and
 - d. Intimidating, impeding, hindering or obstructing a university official, law enforcement or emergency personnel in the performance of their duties.

3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

Dangerous Weapons Or Devices

Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, ammunition, or fireworks unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law.

Failure To Comply With University Or Civil Authority

Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

Living Off-Campus

Rights & Responsibilities

Noise Ordinance

The Columbus City Code prohibits any unreasonable loud noise that disturbs the quiet and comfort of a person with ordinary sensibilities. This Code has restrictions on the level of noise and the distance from which the noise is coming. It cannot be so intense that it is offensive or disturbing. Violations of the City's Noise Ordinance can result in criminal charges. Be smart: do not play loud music late at night and disturb your neighbors!

No Upholstered Furniture On Porches

Although you may love having that old, beat up couch on your porch, it is illegal in the City of Columbus. Individuals are not permitted to have upholstered furniture on a porch, yard, deck or any outdoor location. Please make sure to leave that furniture indoors.



Paying Rent

Paying your rent, and paying it on time, is very important. Make sure you always send the rent check in a timely fashion. We suggest never paying rent in cash; always have a paper trail. Paying rent (to your landlord and/or to your roommate) via check, rather than cash, is ideal. You always want to have proof of payment. If you and your roommates are required to submit only one check for rent, rather than individually, make sure to get everyone's share ahead of time. This is to help ensure that the landlord receives their payment on time. If you do not pay your rent, the landlord may take action against you. Even if you are having problems with your landlord (i.e. they are not making repairs that were requested), you still need to make sure to stay up-to-date on your payments. If you stop paying rent, you may not be able to deposit your rent in escrow or terminate the lease early if the landlord is not fulfilling their obligations under the lease. If/when you run into problems, you should seek out the advice of the Student Legal Services office. They will steer you in the right direction.

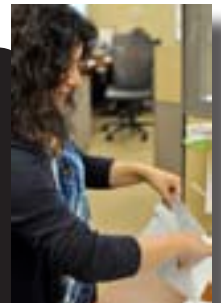
Repairs

Your landlord is responsible for making repairs and keeping the unit in a habitable condition. You may contact the landlord in any manner to request the repair(s) be made. However, you must always follow-up the request in writing immediately. This is crucial; once notified in writing, the landlord must make repairs in a reasonable amount of time, typically within 30 days, unless it is an emergency type situation. Even if the repairs are not completed, you must continue to pay your rent. If you get to the point where repairs are not being completed, make an appointment to speak with the Student Legal Services office.



Always Leave A Paper Trail

We suggest you pay your rent (to your landlord and/or your roommate) via check instead of cash, so you will always have proof of payment.



Living Off-Campus

Rights & Responsibilities

Safety

Your safety is your responsibility. Although there are many resources and services available to you to help ensure your safety, it is up to you to take the precautions necessary to stay safe. Here are some key tips:

- Male or female—never walk alone!
- Utilize the Student Safety Service (614.292.3322); they can walk or drive you to your destination at no charge!
- Be aware of your surroundings. Walking alone and talking on your cell phone or having both iPod ear buds in, is a distraction. That also makes you the perfect target!
- Know the locations of emergency telephone poles.
- Know your route and the quickest way to get help.
- Avoid shortcuts, and dark or secluded places; use public walkways.
- Make sure to read emails from your Community Ambassador for crime alerts and other important safety information.

When You Are At Home:

- All doors and windows should be locked at all times.
- Get free window alarms from the NSC office.
- We've all been told this since we were very young; do not open the door to strangers!
- If you have a utility/cable company coming to your place, make sure to ask for their employee ID badge before letting them in.

OSU
Student Safety Service
614.292.3322

When Leaving for Break:

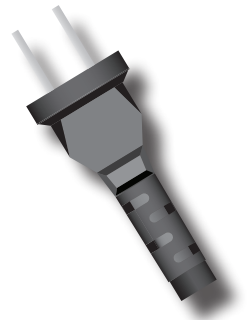
- Make sure all doors and windows are locked. Leave all shades/blinds closed.
- Take items of value home with you.
- Disconnect electrical extensions, even toasters.
- Do not leave any checks, money, IDs or credit cards behind.
- Do not leave keys to your place anywhere outside the property.
- Turn down your heat, but do not turn it off! Keeping the heat on a low temperature is fine, but do not turn it below 55. This will help prevent pipes from freezing and potentially bursting.
- Leave a few lights on or purchase a timer which will automatically turns the light on and off.
- Have a friend or neighbor in your area check your place from time to time. Make sure they have a phone number to contact you in case of an emergency. If a break-in occurs, notify the police immediately.
- Make sure you mail services and/or newspaper delivery is temporarily held (unless you have someone checking it on a daily basis for you). Accumulating mail is a sure sign that nobody is home. To temporarily hold your mail, visit: holdmail.usps.com

Living Off-Campus Rights & Responsibilities

Fire Safety

If a fire breaks out, **GET OUT, STAY OUT** and **CALL 9-1-1!** To protect yourself, follow these tips:

- ✓ Make sure you have properly functioning smoke detectors and have fire extinguishers near the kitchen and exits.
 - Have at least 1 smoke detector on each floor and in each bedroom. Talk to your landlord if this is not in place.
 - Test batteries weekly. Install fresh batteries every quarter.
 - Do not remove batteries to stop false alarms. Fan smoke away instead.
- ✓ Know 2 ways out, with your eyes closed (especially from bedrooms).
- ✓ Don't leave cooking, candles and space heaters unattended.
- ✓ Make sure cigarettes are extinguished. Don't smoke in bed.
- ✓ Don't use a grill on a porch, roof or within 20ft of a building.
- ✓ Don't store gasoline, lighter fluid, propane, etc. indoors.
- ✓ Make sure you have renter's insurance (which includes a fire policy)!
- ✓ Keep flammable materials at least 3ft away from water heaters, heaters, furnaces and other sources of flames.
- ✓ Don't overload electrical circuits.



Fire Safety Stats

- The leading cause of residential fires is a result of unattended cooking equipment (22.6% nationally).
- The leading cause of fire deaths is a result of improperly discarded smoking materials/ carelessness smoking (nearly 800 deaths annually).
- Of adult fire fatalities, 50% of the victims were under the influence of alcohol, which impairs judgment and hampers evacuation efforts.
- 82% die in their own homes, mostly while they are sleeping (most vulnerable between 8PM and 8AM).
- 75% of fire fatalities occurring in student housing were in off-campus residences and were attributed to disabled smoke alarms, alcohol consumption, and lack of sprinklers.

Living Off-Campus

Rights & Responsibilities



Party Smart!

Whether we're celebrating the end of final exams, a Buckeye victory, or just enjoying time with friends, fond memories and great stories often include having some drinks. It is important to keep in mind the importance of staying safe and following the law.



Before The Party

- Get a free Party Smart kit from the Student Wellness Center (partysmart.osu.edu).
- Have a NSC representative talk to the hosts of the party to answer any questions, discuss concerns that the host(s) may have and provide tips for a safe, successful party. NSC is here to help (not hinder) the party!
- Talk to your neighbors prior to the party. Exchange phone numbers. Build a friendly relationship. If a friendship has been established, they are more likely to come to you first if any problems arise.

During The Party

- Have at least 1 sober host.
- Lock doors to private areas (i.e. bedrooms). Hide valuables; thefts occur during parties too!
- Check IDs at the door.
- Provide non-alcoholic drinks for those who do not drink or are under 21.
- Put up orange fencing to control the crowd from leaving your yard and spilling into the street. Do not let anyone consume alcohol outside the fence.
- Keep music/noise at a reasonable level.
- Limit the amount of alcohol available. More alcohol leads to more people. More intoxicated people in one area increases the likelihood of having problems.

- Provide alcohol in cans versus a keg. But if you do have a keg, make sure to have one of the hosts stay at the keg (preferably a sober host). Check IDs at the keg. Make sure you are not serving underage guests alcohol. You can be held responsible if you provide alcohol to someone under the age of 21.
- Do not let guests party on porches, roofs or overcrowded decks beyond capacity. This is dangerous and illegal.



After The Party

- Respect your neighborhood by cleaning up all garbage, cups and cans immediately after the party.

As The Host Of A Party, Remember...

- You can be held responsible for the actions of your guests.
- If you know that a guest has been drinking and wants to drive home, get them a cab or let them crash at your place - do not let them get behind the wheel!
- It is a violation of the OSU Code of Student Conduct to host an out of control party, meaning you could potentially face suspension or dismissal from OSU. Make sure you are in control of your party at all times. If you even suspect the party is getting out of hand, contact the police for assistance.
- There are many ways to be spirited and enjoy a great party, without behaving in disrespectful or irresponsible ways. As an accountable member of the Buckeye community, be safe and party smart!



Living Off-Campus

Rights & Responsibilities

Bicycle Safety

Bicycle safety is very important. In Ohio, bicycles are required to follow the rules of the road the same as cars. One-way streets, stop signs, riding on the right side of the road, and yielding to pedestrians are some of the requirements for bicycle operators. University traffic rules also require that bicycles not be ridden on sidewalks—even when a short cut across the Oval is desired.

- Remember, 2 locks are better than 1: U or O-shaped locks seem to work best in deterring bicycle theft. When parking, lock both rims and the frame to a bike rack to make the bike more secure. Use only bike racks, not small trees or outside furniture, and keep walkways and stairways unobstructed.
- Prevent Crime: When your bike is parked for an extended period, occasionally move it to show you are keeping a watchful eye.
- Bug Your Bike! Bicycle theft can be a problem for students. Use the latest technology to “Bug Your Bike” with a free RFID (radio frequency identification device) as part of Student Life Risk Assessment efforts to prevent theft. “Bugs” are available at University Security and Fire Prevention Services, 1010 Blankenship Hall.
- Register Your Bike: This is a free service that only takes a few minutes out of your day. A registered bike that is lost or stolen is more likely to be found and returned. For more information or to register your bike, visit the Public Safety office in Blankenship Hall.



Don't Let The Bed Bugs Bite!

Bed bugs are real and can be a major problem. If you suspect that you have bed bugs, or that your neighbor has bed bugs, contact your landlord immediately (make sure to follow-up in writing). Documentation is key! Professional extermination is the only way to effectively eliminate a bed bug infestation.

Bed bugs are tiny, brown, oval-shaped insects that are often too small to see. If bitten, it is easy to mistake it for a rash (bed bug bites can be red and itchy). If these symptoms appear when you have been sleeping, you may have bed bugs. You can also identify bed bugs by a series of black dots (from droppings) and/or reddish-brown spots on furniture, bedding and clothing.

Bed bugs can spread quickly and reproduce rapidly. A female bed bug can lay up to a dozen eggs per day! If one apartment is infested, it can quickly spread throughout the entire building.

If you suspect you have bed bugs, contact your landlord and utilize the Student Legal Services office to learn more about your rights and responsibilities.



What NOT To Do If You Have Bed Bugs

1. Do not try to use a bug bomb. This will only scatter the bugs.
2. Do not use boric acid. This does not harm bed bugs.
3. Do not use pesticides made for garden use. This can be very toxic.

Pride In The 43201

43201 is the zip code of the University District. This is YOUR community - think well and make good choices. During your time here at The Ohio State University, try to build your community by keeping your off-campus area clean, safe and connected!

5 Ways to Build Your Community

1. Meet your neighbors!
2. Learn how you can live, learn, work and play in your neck of the woods at universitydistrict.org.
3. Say "Hi" to those you pass on your way to and from class. A smile goes a long way!
4. Do you have mad cornhole skills? Do you have a holiday lights display that could put Clark Griswold to shame? Register for your local competitions sponsored by your Community Ambassadors.
5. Get involved! Become a leader within the community by becoming an off-campus Community Ambassador.



5 Ways to Keep Your Community Clean

1. Pick up trash and put it in appropriate receptacles.
2. Recycle!
3. Donate or sell your used items.
4. Persuade your student organization to Adopt-a-Street through Keep Columbus Beautiful!
5. If you have a pet, always clean up after it.



5 Ways to Keep Your Community Safe

1. Pick up free window alarms at 3106 Ohio Union.
2. Keep your windows and doors locked.
3. Sign up for the Buckeye Alert System at buckeyealert.osu.edu/notify.
4. Always walk with friends, neighbors, or roommates at night and help light the way by keeping your porch light on.
5. Sign up for Crime Alerts to be emailed directly to you at ps.ohio-state.edu/police



Involvement

At OSU And Off-Campus

“Get Involved!”

You'll probably hear this phrase a lot during college; getting involved while at Ohio State is a vital part of your college career and personal growth. And let's face it, being involved is fun! You can meet new people, make new friends and learn valuable skills for the future. There are an abundance of opportunities to get involved, regardless of whether you live on or off-campus.

A great place to start is the Center for Student Leadership and Service. They offer a wide range of ways to connect with leadership and service activities: ohiounion.com/get_involved/csls



There are well over 1000 registered student organizations at The Ohio State University! Thousands of students have found 1, 2, or even more student organizations that caught their attention and interested them enough to join. Student organizations are yet another fun way to connect with peers, meet a diverse group of people, develop academically, and build lifelong skills: ohiounion.com/get_involved/student_organizations

The Ohio Union Activities Board (OUAB) is yet another great way to have fun and get involved! They provide a multitude of events for students including concerts, comedy shows, lectures, social events, and so much more! The best part, these are FREE events! Check out: ouab.osu.edu



The Discount Ticket Program (D-Tix) works with sporting events, concerts and cultural events within Columbus to provide discount tickets to OSU students. Some popular deals include the Columbus Zoo, COSI, the Funny Bone Comedy Club, and a ton of local area restaurants. Tickets can be purchased with a valid Buck ID at the Ohio Union's Information Center: dtix.osu.edu

The Community Ambassador (CA) program, through the OCCSE office, is a fantastic way to get involved in your off-campus community! You can apply to become a CA on your street, help your CA with various events and/or efforts, or simply take part in the many fun events that are held each quarter: offcampus.osu.edu/community-ambassadors/

Planning on getting a job on-campus? Did you know this is a way to get involved and stay connected to what's going on at OSU? To start your job search on-campus, visit: sfa.osu.edu/jobs



Subleasing & Moving Out

Sublet Resources

There may be times where circumstances out of your control will cause you to leave school early or put you in a position where you need to get out of your lease obligation. Often the solution is to sublease your room or sublet your entire rental property. The office of Neighborhood Services and Collaboration is here to assist you. With your OSU username and password, you have the option of posting an online sublet ad (indicating you are trying to lease out your entire rental property) or an online roommate ad (indicating you are trying to sublet one bedroom in a multi-bedroom unit).

In addition, quarterly Roommate Fairs are held in order to assist students in finding a roommate (or finding someone to take over their room).

The dates for this year's Roommate Fairs are:

Friday, November 4, 2011

Friday, February 17, 2012

Friday, May 11, 2012

The Roommate Fairs are held from 5pm-6pm in 1000 Ohio Union.

Moving Out

#1) Check your lease for your defined move-out notice period.

- Notify the landlord prior to the deadline, in writing, of your intent to stay or to move-out after the lease term. The Student Legal Services office can assist you in drafting this letter to your landlord. If you are planning on leaving,

you must also provide your landlord with a forwarding address for your security deposit to be mailed to you. It is a good idea to get the landlord's acknowledgment of these notifications in writing, to keep for your records.

#2) Make sure you pay your last month's rent.

- You cannot substitute your last month's rent with the already paid security deposit.

#3) When moving out, make sure to clean the property thoroughly.

- A thorough cleaning job includes removing all tacks, nails, and tape from the walls as well as replacing any light bulbs that are burned out. Once this has

been completed, and ideally once you move your furniture out, fill out a move-out checklist (refer to pages 56 and 57) and take pictures and video (just like you did when you moved in) to show in what condition you left the property. This way, if needed, you and/or the landlord can compare the checklists and the pictures/video of moving-in to moving-out. Ideally, you also want to do a walk-through with the landlord, so you can inspect the property together. Lastly, don't forget to return your keys!

Your landlord typically has 30 days to either return your security deposit or provide you with a written itemized explanation of all the deductions made. If, at this time, you do not agree with what the landlord has charged you for and has taken out of your security deposit, you should visit the Student Legal Services office for assistance. Remember, if you opt out of the Student Legal Services' annual participation fee at the beginning of the school year, you will not be able to utilize their services.

Bringing It All Together...

Living off-campus has the potential to be one of your most favorite, memorable experiences from your college years. Just make sure to take precautions, use common sense, and of course, enjoy!

Top 10 Things To Remember When Moving Off-Campus:

1. Utilize the Neighborhood Services and Collaboration and Off-Campus and Commuter Student Engagement offices.
2. Get a lease review from the Student Legal Services office.
3. Document, document, document. When communicating with your landlord, make sure to always follow-up in writing.
4. Meet your Community Ambassador.
5. Take safety into your own hands.
6. Get to know your neighbors.
7. Get your free window alarms from the Neighborhood Services and Collaboration office.
8. Get Involved!
9. Party Smart!
10. Have fun!



EIGHT GREAT REASONS to SHOP @ STATION 88 WITH UniPrint

1 YOU'VE GOT A PILE OF LAUNDRY AND NEED SOME DETERGENT

2 YOU'RE CRAVING A CHOCOLATE SNACK

3 YOU PARTIED TOO MUCH AND NEED SOME ASPIRIN

4 YOU'RE CRAMMING FOR FINALS AND NEED SOME CAFFEINE

5 YOU NEED NEW GEAR FOR THE UPCOMING M'CH'GAN GAME

6 YOU STILL HAVE A PILE OF DIRTY LAUNDRY AND YOU NEED A HOT SHIRT FOR YOUR DATE TOMORROW

7 YOU NEED COPIES OF YOUR RESUME FOR THE UPCOMING JOB FAIR

8 STATION 88 IS WHERE THE COOL KIDS HANG OUT... AND THEY ACCEPT BUCK ID!

ITEM OF THE WEEK

Don't forget to check out our Item of the Week on the Ohio Union's Facebook page.



Move-In/Move-Out Checklist

Conditions	Entrance	Living Room	Dining Room	Bath 1	Bath 2	Kitchen	Bdrm. 1	Bdrm. 2	Bdrm. 3	Bdrm. 4
Ceiling & Walls	Clean Ceiling									
	Clean Woodwork									
	Clean Walls									
	Ceiling/Walls Cracks									
	Ceiling/Walls Holes									
Windows	Ceiling/Walls Paint									
	Clean/Damaged Window									
	Open/Close Window									
	Window Screen									
	Window Lock									
Doors	Clean/Damaged Blinds									
	Door Sturdiness									
	Door Wear & Tear									
	Door Lock(s)									
	Key Unlock/Lock Door(s)									
Electricity	Working Deadbolt/Chain									
	Light Switch/Lighting									
	Clean/Damaged Light Fixtures									
	Air Conditioning/Heating									
	Functioning Thermostat/Dial									
Appliances	Working/Clean Phonejacks									
	Working/Clean Electrical Outlets									
	Clean/Operating Fireplace									
	Working/Clean Washer/Dryer									
	Working/Clean Refrigerator									
Toilet, Sink, and Shower	Working/Clean Microwave									
	Working/Clean Dishwasher									
	Working/Clean Stove Top									
	Working/Clean Oven									
	Toilet Cleanliness/Functionality									
Clean Sink										
Water Pressure in Sink										
Water Temperature in Sink										

Move-In / Move-Out Checklist

Conditions		Entrance	Living Room	Dining Room	Bath 1	Bath 2	Kitchen	Bdrm. 1	Bdrm. 2	Bdrm. 3	Bdrm. 4
Toilet, Sink, and Shower	Clean/Damaged Shower/Bath										
	Water Pressure in Shower/Bath										
	Water Temperature in Shower/Bath										
Floor	Clean/Damaged Tile/Carpet										
	Clean/Damaged Floor										
Misc.	Clean/Damaged Counter Top										
	Clean/Damaged Cupboards										
	Clean/Functioning Pipes										
	Signs of Insects/Rodents										
	Adequate Ventilation (Exhaust Fan)										
	Working Fire Detector										

NOTES:

SIGNATURES:

Tenant 1: _____

Tenant 2: _____

Tenant 3: _____

Tenant 4: _____

ROOM NUMBER

Landlord: _____

Date of Inspection: _____

Move-In/Out Date: _____

Housing Address: _____

Monthly Budget Plan

	Source	Projected	Actual	Difference
Income	Job 1			
	Job 2			
	Scholarships/Grants			
	Loans			
	Savings			
	Parental Support			
	Other			
	Subtotals			
School Expenses	Tuition			
	Books			
	Supplies			
	Lab Fees			
	Other			
	Subtotals			
Food	Groceries			
	Dining Out			
	Other			
	Subtotals			
Entertainment	Movies			
	Sporting Events			
	DVD/Video Games			
	Concerts			
	Other			
	Subtotals			
Off-Campus Housing Expenses	Rent/Mortgage			
	Electricity			
	Gas			
	Water/Sewer/Waste Removal			
	Working/Clean Dishwasher			
	Cable/Internet			
	Renter's Insurance			
	Laundry			
	Other			
Subtotals				
Personal Care	Medical			
	Hair/Nails			
	Clothing/Shoes			
	Personal Hygiene Supplies			
	Other			
	Subtotals			
Savings	Savings			
	Emergency			
	Other			
	Subtotals			
Transportation	Vehicle Payment			
	Auto Insurance			
	Vehicle Tags			
	Fuel			
	Maintenance			
	Travel Expenses			
	Other			
	Subtotals			
Phone Service	Cell Phone			
	Home Phone			
	Other			
	Subtotals			
Gifts and Donations	Gifts			
	Donations			
	Other			
	Subtotals			
Loans to Pay Back	Student Loan			
	Credit Card			
	Other			
	Subtotals			
Totals	Total Income			
	Total Expenses			
	Total Savings/Loss			



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