Off-Campus Living Guide

The Ohio State University | Off-Campus Student Services | Office of Student Life
Searching for housing, moving-in, and living off-campus are exciting experiences, and Off-Campus Student Services and the Office of Student Life are here to SUPPORT you while you LIVE, LEARN, WORK, and PLAY in the University District and Columbus area. There are many resources available to you as a resident of the off-campus area and this guide is a brief overview of information you may find to be helpful during your off-campus living EXPERIENCE.

Please feel free to contact Off-Campus Student Services at (614) 292-0100, offcampus.osu.edu, e-mail at OCSS@studentlife.osu.edu, or IM at OSUOffCampus if you have any questions or need assistance.

You can also check us out on Facebook by becoming a fan of Off-Campus Student Services!
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Finding Off-Campus Housing

Off-Campus Student Services works with local landlords around the campus and Columbus areas. Landlords list their properties on OCSS on a voluntary basis; these properties are then advertised on our online housing search. Please note, these listings are not approved or endorsed by The Ohio State University or Off-Campus Student Services. Because of the variation in the quality of housing in Columbus, it is highly recommended that you do not commit yourself to a property without seeing it first. In addition, never sign a lease without getting a free lease review from the Student Housing Legal Clinic, moritzlaw.osu.edu/shlc/.

OCSS also provides resources for those seeking roommates, including an online roommate search and quarterly roommate fairs. Please keep in mind, our online roommate search is password protected; so you will need your OSU username and password in order to view and/or to post a roommate advertisement. You are strongly urged to sign a roommate contract with your roommate(s) in order to be clear on expectations. Being open and honest from the beginning helps to keep the lines of communication open, which ultimately helps to avoid potential problems during one’s off-campus living experience. Let’s be honest, dealing with roommate conflict is the last thing you want to experience with the stress of schoolwork, etc.

Becoming Familiar with the Ohio State Campus & Columbus Areas

Ohio State is in the heart of the city of Columbus. You can experience arts, theater, restaurants, music, and of course Buckeye football! You name it, Columbus has it! The city itself is comprised of many different areas, where you can experience so many of these difference activities.

Map of Off-Campus Areas

The University District
The University District is the area directly surrounding the OSU campus. This area is considered to be within walking distance of campus. You will find a large population of undergraduate and graduate students, as well as a small population of long term residents in this area. The University District is made up of five areas:

- Southwest
- Southeast
- Central
- Northwest
- Northeast

Victorian Village/Italian Village
Victorian Village is southwest and Italian Village is southeast of the Ohio State campus area. Parts of these are within walking distance to campus; other areas are a bike ride or quick bus ride away. Victorian Village and Italian Village are comprised of many older, large, Victorian style homes. You will find a number of apartment buildings and duplexes within these areas as well. There is a large population of OSU graduate students and young professionals in these areas.

Short North
The Short North area is located south of campus. It is a quick bike ride or bus ride away. The Short North is comprised of many art galleries, restaurants, shops, and apartment buildings. You will find a large population of young professionals in this area.

Arena District
The Arena District is a newer area, located southwest of the campus area. It is easily accessible through COTA (Central Ohio Transit Authority). 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.
Finding Off-Campus Housing

When Searching for Housing

When visiting potential rental units, be sure to take notes, so you can review both the positive and negative aspects of the property after you leave. You should consider many things when viewing properties to rent:

1. Is the rental unit in a location you would feel comfortable living in?
   • Make sure to visit the place during the day, at night, and on the weekends to see if there is a major difference in environment (if there is, make sure you are comfortable with this).
   • Talk to the current tenants and see what their experience has been in regard to crime and safety issues, etc.
   • Check out crime statistics in the area by visiting the Columbus Police Department’s website at columbuspolice.org/reports.

2. Does the rental unit contain most, if not all, the amenities you desire?
   • Although we would all love to have the roof top deck, outdoor pool, and fitness center, you need to be realistic on your expectations on what you will find and what you can afford. Make a list of amenities that you must have (i.e. central A/C, pets permitted, off-street parking).

3. Would you feel comfortable renting from this landlord?
   • Most landlords seem nice initially, but you never know what the future holds. Make sure to talk with current tenants (when the landlord is not present) to find out what their experience with the landlord was like.
   • Review the Undergraduate Student Government’s annual Renting Guide (which contains a compilation of ratings from other students of many local landlords), usg.osu.edu/resources_usg/

4. Is the unit itself in a condition you are willing to live in?
   • When viewing a rental unit, take note of its condition. Does it seem excessively dirty, and if so, do you attribute this to the current tenants or to the landlord?
   • If the carpet is in poor condition, for example, and the landlord promises to replace it, make sure to put this in writing.
   • RULE OF THUMB: ALL verbal agreements must be put in writing! Take advantage of the Student Housing Legal Clinic and make sure to include that office in drafting all agreements.

5. Is everything in the unit in good working condition?
   • Does the heat (and air-conditioning) work properly?
   • Do the cold and hot faucets work throughout the unit?
   • Do all windows open and close properly?
   • Are all locks and dead bolts in working condition?
   • Are all smoke detectors in working condition?
   • RULE OF THUMB: When viewing a property, inspect/test everything and document all items that do not work and/or are damaged.

6. What additional costs are associated with this rental unit?
   • Are utility costs included?
   • Are all utilities included in the cost of rent or are you responsible for gas, electric, water, etc.
   • If not, ask the current tenants how much, on average, they pay for gas, electric, water, etc. You may even be able to contact the utility companies directly and ask them what the bills were for specific months throughout the year.
   • Is there a fee for off-street parking?
   • Research the cost of renter’s insurance. You should always purchase renter’s insurance. You may be able to receive a discount if you bundle your car insurance and renter’s insurance with the same company.

7. Can you afford this?
   • Keep in mind, you will not only have to consider the cost of rent, but also utilities, insurance, food, books, and 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 sure you have enough money each month to pay the total balance off. 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 (see “Helpful Forms” section for a Monthly Spending Plan).

   When renting a property, utility costs can vary greatly, based on the type of unit you are renting, the age of the building, among other factors. OCSS suggests budgeting, at 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 more. However, there are clever ways to conserve on utility costs. 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 closed to keep the bright sunlight out, allowing the property to stay cooler. 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 or call at (614) 292-4527.
   • If you are seeking employment, Ohio State’s Student Financial Aid office 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, studentlife.osu.edu/jobs for more information.

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3106 Ohio Union
3106 Ohio Union off-campus.osu.edu
FedEx Ground is now hiring part-time package handlers for multiple shifts.

Locations: Columbus Hub
6120 South Meadows Drive
Grove City, OH 43123
614.871.9675

East Columbus
4600 Poth Road
Whitehall, OH 43213
614.863-8029

Compensation
- Three pay increases within the first six months of employment
- Tuition assistance
- Career advancement opportunity
- Weekly paycheck/direct deposit
- ConSem Education Loan program

Qualifications
- Must be at least 18 years of age
- No longer in high school
- Must pass a background check
- Must be able to load, unload and sort packages, as well as perform other related duties

All interested candidates must attend a sort observation at our facility prior to applying for the position.

For more information or to schedule a sort observation, please call:

$10.00/hr.
or $11.50/hr.
to start
When Living with Other People

Your happiness in your living environment is directly related to your relationship with your roommate(s). Personal problems with a roommate can cause unneeded distress in your life. Remember that 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. You could be held responsible for rent that is unpaid and/or damages caused by others, so choosing your roommate(s) wisely is crucial.

Finding Off-Campus Housing

Discuss visiting hours/procedures, if there will be any.
Determine if overnight guests will be permitted, and if so, how often. Discuss party procedures, if there will be any, and drinking and smoking rules.

Discuss the lease term.
Most leases are 12-month contracts, but many students tend to leave for the summer. Make sure all roommates are clear on expectations. Will the roommate leaving be responsible for paying a portion of the utilities? Will they try to find a replacement roommate (and if so, is this acceptable to the remaining roommates)?

Make a cleaning agreement.
This could include sweeping, dusting, cleaning up messes, doing dishes, cleaning the bathroom, etc.

Agree on a food policy.
Do you share the cost of food, or do you shop individually and have a “hands off” policy?

Make sure that you and your roommates have the same idea of your relationship.
Are you looking for a best friend, someone to do things with on weekends, or just a roommate?

If you are concerned about 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 Columbus Credit Bureau for a small fee. Visit www.annualcreditreport.com.

Always communicate concerns as soon as they happen.

On rare occasions, a roommate may run into financial difficulties and be forced to move out without paying rent. This may leave the financial burden on the remaining roommate(s). If possible, sign separate leases (although most leases are joint and several, meaning you are all equally responsible for your share and/or the entire rent amount). With separate leases, each roommate is responsible for his/her own portion of the rent. If that is not possible, as is usually the case, have your roommates’ parent/guardian co-sign the lease as well (most companies require this anyway). This may place the burden of rent on the parent/guardian if the student tenants are not able to cover the rent.

Preparing to Sign a Lease

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

1. You will be asked to fill out an application.
Many times there is a fee associated with this (typically $30-$75 range). The landlord may check your credit report as well.

2. Most campus area landlords require a student under the age of 23 to have a co-signor (typically a parent or guardian).

3. Once your application has been approved, you will then be asked to sign a lease.
Make sure to read the lease thoroughly before signing. REMEMBER: Leases are negotiable documents, as long as you and the landlord agree to the terms, and both sign off on the lease. Initially, it is fine to view a model unit, but ultimately you always want to inspect the specific unit you will be signing the lease for.

4. Off-Campus Student Services strongly urges all students to get a free lease review from the Student Housing Legal Clinic (SHLC) before signing any contracts with a landlord.
The SHLC will go through the entire lease with you, point out any unenforceable lease terms, and explain any clauses you may not understand, as well as draft any verbal agreements in writing into the lease. To make an appointment, simply visit http://moritzlaw.osu.edu/shlc.

Be clear on your expectations from day one.
The best way to do this is by drafting/signing a Roommate Contract.

Discuss study habits and the expected study environment.
Will you have some sort of “quiet hours”? If you have separate cell phones? Will you have cable and if so, what cable package?

Discuss utilities.
What type of phone plan do you want, or will you all have separate cell phones? Will you have cable and internet?
Finding Off-Campus Housing

5. If you will be living with other individuals, make sure that all tenants and co-signors sign the lease and submit together.
You do not want to find yourself in a position where you sign and submit your copy of the lease and later discover that none of your other roommates and/or co-signors signed and submitted their copy. You could still potentially be held responsible for the total rent amount for the entire lease term.

6. Once all documents have been signed, make sure to keep a copy of everything!

7. Typically, after signing the lease, the landlord will ask that you pay a security deposit (usually equivalent to one month’s rent).
The security deposit is refundable, as long as the property is returned in the same condition as it was received, minus normal wear and tear. Some landlords may ask for, not only the security deposit, but also the first month’s rent, up front.

When Moving In

Moving in to your new apartment or house can be a very exciting time. It is also a critical time to take various precautions and begin the documentation process. There are many steps you should take during move-in time.

1. Generally speaking, it is the tenants’ responsibility to set-up the utilities.
It is beneficial to contact the utility companies at least two weeks in advance.

2. It is highly recommended to have renter’s insurance.
Landlords typically have property insurance, but this does not cover your personal property. You want to make sure to have insurance to replace your belongings if they are damaged in a fire or stolen from your apartment, for example.

3. You should walk through the entire unit, preferably prior to moving your furniture in, and document any and all damages/problems that you see.
You should also take pictures, so that you have visual documentation of any pre-existing damages. It is to your benefit to fill out a Move-In Checklist, make a copy for your records, and provide a copy to your landlord within the first 7 days of the lease term.

4. In addition to notifying the landlord via phone, you should also send a Notice to Repair letter to the landlord, outlining all repairs that need to be done.

5. In addition to filling out the Move-In Checklist and taking pictures, you may also want to take a camcorder to record the entire unit.
Make sure you do this as early during the lease as possible (preferably before furniture is moved in). Document the date (i.e. at the beginning and end of the taping, hold out a newspaper with the date clearly visible). Document the entire unit in one taping (do not stop or pause at any time). If you do not have a DVD-camcorder, OCSS offers a DVD-camcorder for a small rental fee of $15. Simply contact our office to schedule a DVD-camcorder rental date/time. You can schedule a rental date/time by calling our office at 614-292-0100.

6. Make sure you and your roommates have signed a Roommate Contract and each tenant has their own copy for their files.

7. Many landlords do not guarantee and/or offer off-street parking.
You may need to park your car on the street. Certain areas do require you to have a City Parking Permit. If you need additional information, contact the City at 614-645-6400. http://columbuspvb.com/Residential-Parking-Permit.htm

8. We strongly suggest that you do not pay your rent in cash.
We suggest the same when it comes to paying for your share of the utilities; do not pay in cash. Even if your roommates are close friends of yours, we highly suggest that you pay your rent and utilities with a check or money order. Depending on your landlord’s policy, you may either be able to send a check/money order for your individual share of the rent directly to their office, or send one check/money order for all the roommates’ share of the rent. Whatever the case may be, think twice before handing cash over to your landlord or roommate(s). If there is a question or dispute later, it is much more difficult to prove that you gave your landlord or roommate cash versus a check/money order.
Recently voted the BEST PROGRAMMING BOARD in the NATION, OUAB strives to bring all Buckeyes festive and memorable events.

Be sure to visit ouab.osu.edu for a calendar of this year’s events.

At UV you can easily save over $300 a month on out-of-pocket expenses including:

- Tanning: $18 - $40
- Printing: $6 - $10
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- On-Campus Parking: $18 - $25
- Gas to & from Campus: $40 - $60
- Weekend Transportation to & from Campus NiteLife: $50 - $75
- Not Having to Worry about a Designated Driver

*Savings vary per resident. To find out how much you and your roommates can save, call or visit UV today.

Looking for an apartment? Shouldn’t you consider more than the rent?

YOU CAN SAVE $$ AT UV

AND HAVE MORE FUN!

Take a look at your potential savings (and fun) when you live at UV!

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www.universityvillage.com

OCLG_NOMAPS.indd   16-17
8/31/10   12:17 PM
There are many Ohio State and City of Columbus services which will directly support your living experience off-campus.

**Off-Campus Student Services**
(614) 292-0100
offcampus.osu.edu

Off-Campus Student Services (OCSS) oversees and supports various programs with the mission to improve the quality of life for those living in and around the University District and Columbus area. OCSS engages students, landlords, businesses, city officials, and university personnel to be actively involved in addressing the unique concerns of this diverse community. Visit our website to learn more about the following services:

- **Off-Campus Housing Services:** Services include an online housing search, annual off-campus housing fair, information regarding finding off-campus housing, resources for moving into your new apartment or house, support services and resource information for living off-campus, helpful hints and information regarding moving out of your apartment or house, safety tips, subletting resources, short-term housing, and referral listings for other helpful area resources.

- **Roommate Resources:** Resources include an online roommate search, quarterly roommate fairs, tips for successful roommate living arrangements and a roommate contract. For more information, visit offcampus.osu.edu/roommate.asp

- **Online Sublet Resources:** Resources include an online sublet search, tips for successful subleasing and a sublease contract. This online sublet resource is free to Ohio State students who need to sublease their apartment. If you are headed off for an internship for the summer, studying abroad, or if you need short-term housing, this resource may come in handy. Note: to utilize the online sublease resource, the entire unit must be vacant (i.e. no other roommates living there).

- **Rideshare and Carpool Listing Service:** This online service allows Ohio State students, faculty, and staff to post advertisements for ridesharing (one time rides) and carpools (ongoing regularly scheduled riding relationships).

- **Community Ambassadors**
(614) 292-0100
offcampus.osu.edu/ambassadors.asp

The Community Ambassador (CA) program is a student initiative supported by Off-Campus Student Services and financed through Ohio State and local property managers. The purpose of the program is to promote a safer, more collaborative community in the off-campus area with students serving as resources for other students and the University.

Community Ambassadors foster relationships among students in the off-campus area and are a point of contact for those students living on their street. As a group, CAs host projects and activities throughout the year that encompass the entire off-campus area and are aimed at creating off-campus community.

- **Here are just some of the events your CAs will be hosting this year:**
  - Street Cookouts (fall and spring quarter)
  - Light Up the Night Contest (fall quarter)
  - Cooking Clinic (winter quarter)
  - Cornhole Tournament (spring quarter)

Check out our website for upcoming events and tons of resources! Community Ambassadors will visit residents on their street. To receive e-mail updates from your Community Ambassador, e-mail us at ocss@studentlife.osu.edu. If you’re interested in being a Community Ambassador, you can apply at offcampus.osu.edu/ambassadors_apply.asp.

- **Student Housing Legal Clinic**
(614) 247-5853
moritzlaw.osu.edu/shlc/

The Student Housing Legal Clinic provides FREE lease reviews and legal assistance to Ohio State students with landlord-tenant issues. The purpose of the clinic is to work with students, landlords, community organizations, and city officials to improve housing conditions and safety in the University District and surrounding areas, while providing a unique educational opportunity for law students to gain practical experience.

In addition, the SHLC provides lease reviews; it is highly recommended that all students make an appointment to get a lease review from the Student Housing Legal Clinic prior to signing a lease. The SHLC offers the full continuum of legal services ranging from counsel and advice to long-term representation. The SHLC currently limits its practice to Ohio landlord-tenant issues and is unable to assist in any roommate issues.

- **Update Your Address**

Update your new local off-campus address at buckeyelink.osu.edu/index.php. We can’t help you if we don’t know you live here! Changing your local address with the University will allow 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, important announcements, like street sweeping dates, and safety and crime information.
Living Off-Campus

The following types of cases are handled by the SHLC:
- Accessibility Issues & Reasonable Accommodation
- Unenforceable Lease Provisions and Fees
- Co-Tenant and Co-Signer Liability
- Breach of Contract
- City Code Violations
- Conditions
- Credit Issues
- Damage to Property
- Debt Collection
- Eviction
- Discrimination
- Illegal Lockouts
- Lease Reviews
- Lease Termination

Visit [www.moritzlaw.osu.edu/shlc/forms.php](http://www.moritzlaw.osu.edu/shlc/forms.php) for a complete listing of downloadable informational packets from the Student Housing Legal Clinic.

**Student Wellness Center**

(614) 292-4527
swc.osu.edu

The Student Wellness Center serves as a resource for information on various health issues, provides programs and services to individuals and groups, and contributes to the development of a more healthy and caring campus community. The Student Wellness Center complements and supports the academic mission of the university by assisting students in obtaining optimal levels of health, growth, and well-being.

**Multicultural Center**

(614) 688-8449
multiculturalcenter.osu.edu

The Multicultural Center provides intellectual and cultural enrichment, programs, services, and facilities for students, faculty, staff, and community. Their goal is to create a community environment that recognizes cultural differences, respects cultural uniqueness, and facilitates cross-cultural interaction, learning and appreciation.

The center focuses on academics, student services, community development, and outreach programs. Through brown bag lectures, artists and scholars-in-residences, and formal presentations, cultural diversity issues are explored. They believe that differences must not simply be tolerated but cultivated as a spark to human creativity. Networking and creating partners that support multiculturalism through various ways is a very important objective of this center.

The Student Wellness Center promotes the nine dimensions of wellness including: Emotional, Career, Social, Intellectual, Spiritual, Physical, Financial, Environmental, and Aesthetics. The Student Wellness Center partners with your Community Ambassadors throughout the school year to bring you programs and resources that help you to live well, play well, think well, and stay well as an Ohio State student.

**Student Advocacy Center**

(614) 292-1111
studentlife.osu.edu/advocacy

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.

**Landlord & Tenant Obligations**

Both Tenants and Landlords have certain statutory obligations, regardless of anything set forth in the lease.

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**Tenant Obligations under Ohio Law**

- Keep the premises safe and sanitary.
- Dispose of all garbage in a sanitary manner.
- Use plumbing fixtures properly.
- Use and operate electrical and plumbing fixtures properly.
- Refrain from damaging the property.
- Do not allow guests to cause damage to the property.
- Comply with all health and safety codes that apply to tenants.
- Maintain in good working order the appliances supplied by the landlord.
- Do not disturb your neighbor’s peaceful enjoyment of the premises.
- Allow the landlord to enter the rental unit if the request is reasonable and 24 hours notice was given by the landlord.

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**Landlord Obligations under Ohio Law**

- Comply with all applicable building, housing, health, and safety codes that affect health and safety.
- Keep the premises in a fit and habitable condition.
- Keep all common areas safe and sanitary.
- Maintain in good and safe working order all electrical, plumbing, sanitary, heating, ventilation, air conditioning fixtures and appliances.
- Provide running water and reasonable amounts of hot water and heat.
- Provide garbage cans and arrange trash removal if the landlord owns four or more units in the same building.
- Provide 24 hours notice to enter the premises unless there is an emergency.
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Columbus, OH 43201
614-298-8038

^1 U.S. Bank Student Checking offers no monthly maintenance fees or minimum balance requirements. All regular account opening procedures apply. Fees for non-regular transactions may apply. $25 minimum deposit required to open an account.

^2 Other ATM owners may assess a fee.

^3 View Alert Service Agreement within U.S. Bank Internet Banking for full details on account alerts.

Deposit products offered by U.S. Bank, N.A. Member FDIC.
Joint and Several Liability

Joint and several liability means that each person on the lease individually may be responsible for the entire rent amount for the entire lease term, as well as for any damage to the rental property. The landlord does not have to bring an action against the tenant who failed to pay the rent or caused damage, but instead may go after any of the tenants and/or co-signers. When you sign a lease, you agree to take full responsibility for rent and care of the rental property, even if you never move in. Therefore, choose your roommates wisely!

Therefore, choose your roommates wisely!

Repairs

Under Ohio Law, the landlord is responsible for making repairs and keeping a unit in habitable condition. You must inform the landlord in writing if you need repairs. Once notified in writing, the landlord must make repairs in a reasonable amount of time—up to 30 days. The reasonable amount of time the landlord has to make repairs is known as the “amount of time the landlord has to make repairs.”

• Don’t try to use a bug bomb; this will only scatter the bugs.
• Don’t use boric acid; it doesn’t harm bed bugs.
• Don’t use pesticides made for garden use; they are very toxic.

Bed bugs are very small, brown, oval-shaped insects that are often too small to see. If bitten, it is easy to mistake for a rash since the bites can be red and itchy. If these symptoms appear when you have been sleeping it is likely they are caused by bed bugs.

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 may have bed bugs, contact your landlord immediately. You may also seek the assistance of the Student Housing Legal Clinic to gain more information on bed bugs and to learn about your rights and responsibilities.

Snow/Ice Removal

Landlords are only responsible for the removal of unnatural accumulations of snow and ice, whether he/she agrees to be responsible or not. Unnatural accumulations of snow and ice are man-made or man-caused. For example, if a drain on your rental unit’s roof is broken and funnels water directly onto your steps and that water freezes. Snow and ice that naturally accumulates on your sidewalk, steps, driveway, etc. is not the responsibility of the landlord, unless he/she agrees (usually in the lease) to be responsible.

Important Ordinances

If you plan on hosting or attending a party, be sure to keep in mind the important Columbus ordinances concerning noise. Failure to obey these ordinances could result in the issue of a ticket or even arrest.

Noise Ordinance

The Columbus City Code prohibits any unreasonably loud noise that disturbs the quiet and comfort of a person with ordinary sensibilities. The code contains restrictions on the level of noise and the distance from which the noise is coming. The noise cannot be so intense that it is offensive or disturbing. Violations of the City’s noise ordinance may result in criminal charges. Be smart! Don’t play loud music late at night and disturb your neighbors.

No Upholstered Furniture on Porches

You may love that old couch on your porch, but unfortunately it is illegal in the City of Columbus to have it, or any other furniture not manufactured for outdoor use on your porch, in your yard or on a deck or other places outdoors.

Disorderly Conduct

You can have a good time and be spirited, but you do not have to behave in ways that are disrespectful or irresponsible. We are all part of the Buckeye community and this is quite an honor. With that honor comes accountability to live up to our collective high standards as Ohio State students and neighbors in this community.

You can also identify bed bugs by a series of black dots (from droppings) and/or reddish-brown spots on furniture, bedding and clothing.
OSU Code of Student Conduct

Under the OSU Code of Student Conduct, the following actions are prohibited and apply to off-campus behavior:

1. Participation in a disturbance which may present a danger to others.
2. Knowingly engaging in riotous behavior or encouraging others to do so.
3. Actual or threatened damage to university property or property of others.
4. Failure to disperse when given an order to do so by University officials, law enforcement, or emergency personnel.
5. Intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.

Helpful Hints

• Sign up for the Buckeye Alert System at buckeyealert.osu.edu/notify/index.php. This system is used to notify the campus community of an ongoing emergency via a 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.

Living Off-Campus

When Leaving for Break

• Lock all doors and windows. Leave all shades and blinds in their usual positions.
• Take expensive items with you: jewelry, laptops, PDAs, iPods, and gaming systems, etc.
• Make sure your property is marked with UV/ID. Community Crime Patrol provides free UV/ID marking services. Using this non-destructive ultraviolet marking, police may be able to return stolen items.
• Do not leave keys to your apartment or house anywhere outside of the property.
• Unplug extension cords.
• Have a friend or neighbor staying in your area during the breaks check your rental unit from time to time. Make sure they have a phone number to contact you. If a break-in occurs, notify the police immediately!
• Turn down your heat, but do not turn it off! Keep your heat on a low temperature (do not turn heat below 55º) to prevent pipes from freezing and bursting.
• Leave a few lights on or purchase a timer which will automatically turn the lights on.
• Make sure your mail services and/or newspaper delivery is temporarily stopped, unless someone will be available to collect these items while you are away. Accumulating mail and newspapers is a sure sign that nobody is home!
• For mail holding go to holdmail.usps.com/duns/HoldMail.jsp.
• For The Columbus Dispatch newspaper holding, call 1-877-7-DISPATCH or go to dispatch.com/live/contentbe/dispatch/services/managenewspaper.html.

• Make sure your windows and doors are locked at all times! The majority of thefts off-campus are attributed to unlocked/open windows and doors. Get your free window alarms at OCSS!
• Never walk by yourself at night. Stay in well-lit places and don’t walk in alleys. Use the FREE escort service provided by Student Safety Services, 614-292-3322, for safe walking or car transportation to and from your destination.
• Read e-mails from your Community Ambassador for crime alerts and other important safety information.
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Living Off-Campus

STAYING SAFE & LIVING SMART

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Don’t fight with the costs and hassles of having your own vehicle on campus. Use Connect by Hertz® instead! You’ll be surprised how easy and convenient it is. For more information visit: tp.osu.edu/carsharing

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

For only $5, Ohio State University Students can see the latest movie releases at the Arena Grand. Add in convenient 1-hour parking, a full bar and fantastic fare like wraps, paninis and pizza, and the Arena Grand provides a night out that’s truly shagedelic.

Must present valid Ohio State University student ID. Excludes special engagements, reserved seating and opening weekends. 3D film upcharges will apply. Offer expires 5/31/11.
Fire Safety
• If a fire breaks out, GET OUT & STAY OUT! CALL 911.
• Make sure you have properly functioning smoke detectors and have fire extinguishers near the kitchen and exits.
  * At least one on each floor and in each bedroom
  * Test batteries weekly; install fresh batteries every 6 months (OCSS provides free batteries to students).
  * Do not remove batteries to stop false alarms! Fan smoke away instead.

Tips for Responsible Parties
Hanging out with friends and hosting parties is a great way to interact with your neighbors and meet new people. It is important, however, to keep in mind the importance of staying safe and following Ohio laws. Here are a few things to keep in mind when hosting a party:
- Get a Party Smart Kit (www.partysmart.osu.edu)
- Have an Off-Campus Student Services representative talk to the host(s) of the party to answer any questions, discuss concerns that the host(s) may have, and make suggestions, and provide tips regarding the party.
- Lock doors to private areas (i.e. bedrooms) and hide valuables; thefts occur during parties.
- Put up orange fencing to control the crowd from leaving your yard and spilling into the streets. Do not consume alcohol outside the fence (fencing is available at various hardware stores).
- Check IDs at the door.
- Have at least one sober host.
- Provide non-alcoholic drinks for those that do not drink or who are under the age of 21.
- Limit the amount of alcohol available. More alcohol leads to more people, and more intoxicated people in one area increases the likelihood of having problems.
- Have one of the hosts (preferably a sober host) stay at the keg. If need be, check IDs at the keg as well. If you are permitting underage guests to the party, make sure no underage guests are drinking. You can be held responsible if you provide alcohol to someone under the age of 21.
- Do not allow guests to party on porches and/or roofs or overcrowd decks beyond capacity. Refer to your lease or landlord for more information.
- If the party goes late into the night, move it indoors so you don’t disturb your neighbors.
- You can be held responsible for the actions of your guests while they are at your house and even after they leave. If you know that a guest has been drinking and plans to drive home, do not let him or her drive. Get them a cab or let them crash at your place, but do not let them get behind the wheel!
- Clean up after your party. Respect your neighborhood. Clean up garbage, cups, cans, etc. immediately after the party.

Important Contacts
Campus Police Department
911 for emergencies
(614) 292-2121 for non-emergencies

Columbus Fire Department
911 for emergencies
(614) 221-2345 for non-emergencies

Community Crime Patrol
(614) 299-2279
248 E 11th Avenue
Community Crime Patrol is a not-for-profit, community-based, crime prevention organization that deploys teams of highly-trained citizen patrollers in several neighborhoods around Columbus.

Neighborhood Policing Center
(614) 299-2279
248 E 11th Avenue
This policing center, located at 248 E. 11th Avenue (between Summit and N. Fourth) 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 Weiland Park areas.

Taxi Cabs
Yellow Cab Co. ........................................ 614-444-4444
Acme Taxi ........................................... 614-777-7777
Blue Cab ............................................. 614-333-3333
Bobcat ................................................ 614-481-0388
Shamrock Taxi ........................................ 614-784-8888
Central Ohio German Village ................. 614-221-2222
Recycling Services
There are numerous recycling locations throughout Columbus. Nearby drop-off locations are:

- Reporting a pothole
- Reporting a knocked down tree
- Scheduling a bulk-trash pickup

Check out their website for more information 311.columbus.gov/.

Trash Collection
To determine the collection day for your household trash, yard waste or curbside recycling, contact the 311 Call Center at 614-645-3111 or on the web at 311.columbus.gov/.

Refuse must be bagged and tied securely to prevent litter and deter rodents, and must be placed inside the container provided by the City of Columbus. Do not put trash on the ground around the container. Only trash inside the container will be collected. If you are in a 300-gallon collection area, and the container nearest you is full, please use the closest available container.

Do not park near a refuse collection container (dumpster). If access to a dumpster is obstructed it will not be emptied. Residents with a wheeled container must place it out for collection by 6 a.m. on their collection day.

Containers must be within one foot of the curb or alley, with the arrow on the lid facing the street; ten feet from parked vehicles, and at least three feet from other obstructions, including fences, mailboxes, telephone poles, recycling bins, yard waste and bulk items. Following collection, containers must be removed from the street and stored within 24 hours.

Bulk-Item Collection
Large household bulk items such as furniture, non-refrigerant appliances, moving boxes, etc. should not be placed in your trash-collection container. Bulk collection must be scheduled with the Refuse Collection Division by contacting the 311 Call Center at 614-645-3111 or online at 311.columbus.gov/.

The division does not collect items such as cast iron, tires, refrigerated appliances, air conditioners, humidifiers, pianos, pool tables, and excavation and construction debris. Please check the Yellow Pages under “Rubbish and Garbage Removal” or contact the 311 Call Center for information on disposing of these items.

Hazardous Waste
Household hazardous waste cannot be disposed of in your trash container. These items include propane, old gas, corrosive materials, drain cleaner, paint, paint thinner, fluorescent light bulbs, lithium batteries and others. For a complete list of hazardous waste items as well as instructions for how to dispose of these items please visit swaco.org/SmartPeople/HHW.aspx.

Parking & City Parking Permits
Some landlords offer off-street parking to tenants. Landlords usually charge a parking fee, although some may provide off-street parking for free. Parking fees vary and can be a monthly or an annual fee. Talk to your landlord for details regarding private off-street parking.

Some landlords do not guarantee and/or provide off-street parking. If this is the case where you live, you may need to park your car on the street. Certain areas require you to have a City Parking Permit. If you need additional information, contact the Parking Violations Bureau at 614-645-6400 and/or visit their website at columbuspvb.com/.

A representative from the City of Columbus sells City Parking Permits at the Off-Campus Student Services office for a limited time in mid-September. For the 2010-2011 school year City Parking Permits will be sold September 15-22 (excluding the weekend) from 10:00 a.m.-4:00 p.m.

You may also purchase a City Parking Permit at the Parking Violations Bureau (PVB) located at 400 W. Whittier Street. PVB is open from 9:00 a.m.-7 p.m. Monday through Saturday.

Betá Theta Pi House
165 E. 15th Avenue

Indiana Middle School
420 E. 19th Avenue

Newman Center
64 W. Lane Avenue

Tuttle Recreation
240 W. Oakland Avenue

Indiana Informal School at Everett
100 W. 4th Ave

Curbside recycling is also available to residents for approximately $8.25 a month through Rumpke Recycling. Call (888) 786-7531.

311 Columbus Call Center
The City of Columbus Call Center provides a way for you to submit a request for city services. The call center is the single point of contact for residents to request all non-emergency City services such as:
You must have the following in order to purchase a City Parking Permit:

- Current Vehicle Registration
  Make sure your license plate number is on the registration.

- Proof of Residency
  Resident Applications: Please make sure to have a copy of your lease with your name on it, a current utility bill in your name, or a notarized letter from your landlord to verify residency.

- Payment
  Check, money order or credit card.

Street Sweeping

Street sweeping is done by the City of Columbus once a month between April and October. In the University area, the north and east sides of the streets are swept on the second Thursday of each month and the south and west sides are swept on the second Friday of each month. **YOU WILL BE TOWED AT YOUR EXPENSE if you do not move your car!** Pay attention to the directions on the street signs.

2010-2011 University Area Street Sweeping Schedule:

**2010**

- September 9 & 10
- October 8 & 14
- May 12 & 13
- June 9 & 10
- July 8 & 14
- August 11 & 12
- September 8 & 9
- October 13 & 14

**2011**

- April 7 & 8
- May 12 & 13
- June 9 & 10
- July 8 & 14
- August 11 & 12
- September 8 & 9
- October 13 & 14

NOTE: There is no street sweeping November through March.

If you do not heed this warning and are towed, you should call the 311 Call Center at 614-645-3111 for information on retrieving your vehicle.

COTA: How To Ride

**OSU Students ride free on COTA**

- COTA is the Central Ohio Transit Authority.
- All students are able to ride the COTA buses for free (students pay a $9 fee with tuition) by showing their BuckID.
- Students are able to get to a variety of malls, hospitals, entertainment sites, and much more.
- Bus stops can be found up and down High Street, Summit and throughout the off-campus area.
- Instead of paying for a taxi to take you to the airport, let COTA take you for free.

- Every COTA bus route has a map and can be found at cota.com.
- If you’re not sure what bus to take to your destination, use the Trip Planner at cota.com. By entering your starting point and destination, it will show which routes to take as well as their arrival and destination times.
- Make sure to arrive at the stop at least 5 minutes prior to pickup time, and check the sign for the route number.

- For general COTA information or more help call 614-228-1776.
- For maps and other valuable information visit the Off-Campus Student Services office, the Information Center at the Ohio Union, or Bevis Hall.

Utilities

**Electric Companies**

- American Electric Power
  1-800-277-2177
  www.aep.com

- Columbus Electric Service
  (614) 645-7360

**Gas Companies**

- Columbia Gas
  1-800-344-4070
  www.columbiagasohio.com

**Water Companies**

- Columbus Water
  (614) 645-8270
  www.cityofcolumbus.org

- Guardian Water & Power
  (614) 291-3141
  www.guardianwp.com

For emergency issues regarding Columbus public utilities, please contact the Department of Public Utilities directly:

- For water emergencies during non-business hours, call (614) 645-7788.
- For electric emergencies during non-business hours, call (614) 645-7627.
Comfortable
- Kitchens with full-size refrigerators, Stove-tops, Microwaves
- Furnished Studios
- Satellite Cable TV with Encore Movie Channels
- On-site laundry facility
- Access to in-room high speed internet
- Food and beverage vending machines

Cleaner
- All rooms go through vigorous check-list inspection after deep cleaning
- Unlimited linen exchange service
- Standard housekeeping bi-weekly

Safer
- Interior corridors with keyed access only
- Security Attendant available after hotel hours
- Zero tolerance policy
- Partnering with the community outreach programs

Simpler
- 24-hour check-out
- Amenities can be added based on your need

OSU STUDENT SPECIAL
$549 Monthly* (Valid OSU Student ID Required)

Values for Hilliard
2305 North Wilson Road
Columbus, OH 43228
(614) 272-2170

Values for Northland
6275 Zumstein Drive
Columbus, OH 43229
(614) 841-0002

24 HOUR CHECK IN / CHECK OUT SERVICE

LOOKING FOR AN APARTMENT?

UNIVERSITY APARTMENTS TAKES PRIDE IN SERVING THE SOUTHWEST CAMPUS, SOUTH CAMPUS, AND WEST CAMPUS AREAS SURROUNDING THE OHIO STATE UNIVERSITY IN COLUMBUS, OHIO.

WE CAN CONFIDENTLY SAY HURRY BECAUSE THEY GO FAST!

CONTACT US:
71 WEST 9TH AVENUE
COLUMBUS, OHIO 43201
INFO@OHIOSTATEAPTS.COM
(614) 297 - 7845

CHECK OUT OUR WEBSITE:
WWW.OHIOSTATEAPTS.COM
Since 1971 the University District Organization has been a community-based "organization of organizations". Board membership is open to any organization, which represents or employs 75 or more people and is located within the boundaries of the University District. The Board employs part-time staff and maintains an active office and program space. Operating funds come from public and private contributions, grants, as well as service contracts.

Ongoing services to the community:
- Provide a meeting place for public programs and forums
- Provide the use of office supplies and resources for area projects
- Maintain a database for use by area organizations
- Provide coordination of projects and research
- Provide information and referrals

Campus Partners initiates comprehensive, community-based planning for the University District, facilitates cooperative efforts to improve municipal services in the area, and is undertaking specific projects to enhance the neighborhood vitality.

The purpose of the University Community Association is to encourage the viability of the University District as a unique community of neighborhoods through the following activities: promotion of appropriate preservation and development, recognition of the community’s heritage and diversity, communications that extend a sense of community, leadership development, and the encouragement and support of initiatives of other organizations that further these efforts.

The University Area Commission is your closest partner in City government. The UAC frequently recommends ideas, improvements, and concerns regarding the university area to Columbus City Council including:
- Zoning
- Fire
- Safety
- Housing Code
- Parking
- Refuse Collection
- Recycling
- Public Transportation
- Other issues

The UAC meets every third Wednesday of the month starting at 6:30 p.m. at the Northwood & High Building, Room 100, 2231 N. High Street.
Pride in the 43201

Remember, this is your community, so think well and make good choices! Try to build your community by keeping your off-campus area clean, safe and connected.

Five 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 local competitions sponsored by your Community Ambassadors, check out offcampus.osu.edu for more information.
5. Get involved! Become a leader within the community by becoming an Off-Campus Community Ambassador, go to www.offcampus.osu.edu/ambassadors.asp for more information.

Five Ways to Keep Your Community Clean:
1. Pick up trash and put it in appropriate receptacles.
2. Start (or continue) recycling.
3. Sell your used items on Facebook Market Place, Craig’s List etc. or donate your old couch to mapfurniturebank.org, and other items to OSUs Dump & Run visit recycling.org.ohio-state.edu/dumpandrun for information or call 614-364-5687 for collection and pick up information.
4. Persuade your student organization to participate in Clean Sweep. usg.osu.edu.
5. If you have a pet, always clean up after it.

Five Ways to Keep Your Community Safe:
1. Pick up window alarms at the Off-Campus Student Services office.
2. Lock your windows and doors before you leave for class or go to bed.
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 http://www.ps.ohio-state.edu/police/crime_alerts/subscribe.php and UV/ID valuables at OCSS.

For more safety tips, see more tips and hints in the “Living Off-Campus: Staying Safe and Living Smart” section of this Living Guide.

When Moving Out

Here are a few pointers when moving out:

- Fully clean your rental unit or have it professionally cleaned.
- Remove all tacks, nails, etc. from the walls. Fill and smooth over any particularly large holes or damages with compound from a hardware store.
- Replace all light bulbs that are burned out.
- Repair any damages you have made.
- Make a DVD-recording of the rental property after it has been thoroughly cleaned.
- Go through room by room and show everything from floor to ceiling.
- OCSS has a DVD-camcorder available for rent to document the condition of your rental unit when you are ready to move out ($15 fee).
- Go over the check list provided when you are ready to move out (see “Move-out Check List in the Helpful Forms section).

Make your off-campus living experience a memorable one. Take precautions, use common sense, and of course, enjoy!

Send the landlord written notice of the forwarding address you want your security deposit returned. Visit www.moritzlaw.osu.edu/shlc/docs/cotenants.pdf for copies of sample letters. Send this notice by certified mail and keep a copy for yourself. Your landlord then has 30 days to refund your security deposit and/or send you an itemized account of any deductions taken or additional charges. Note: Your tenancy does not end until the keys are returned.
Kohr Royer Griffith, Inc. Realtors, was established in 1914. We provide quality housing in the campus area. Our Campus rental units are serviced by an onsite management office conveniently located one block from the main campus. Our professional staff is specially trained to assist campus residents. KRG also has properties spread throughout the Columbus area.

- Studios, 1 to 5 Bedroom Residences
- 24 Emergency Service
- Subleasing Allowed
- Short Term Leases Available At Select Residences
- Professional Maintenance Contractors
- Escrowed Security Deposits
- Member of Off Campus Student Services
- Online Rental Payment Accepted
- Landscaping Crew
- Most Properties Include Off Street Parking
  (No Extra Fee)

Fall Rental Begins January 7th, 2011

Ohio State Rec Sports

You are a student-member!
Your student membership gives you access to:

- Disc Golf
- Skate Park
- Roller Hockey
- Indoor/outdoor Tennis
- Jogging Paths
- Indoor/outdoor Basketball
- Softball/baseball Fields
- Cricket Pitch
- Field Hockey Pitch
- Athletic Training
- Flag Football Fields
- 60+ Sport Clubs
- 40+ Intramural Activities
- Multipurpose Gyms
- 5 Pools + Spa
- Meeting Rooms
- Study Space
- Fitness Instruction
- 570 + Pieces Of Fitness Equipment
- Personal Training
- Massage Therapy
- Climbing Center
- Adventure Trips
- Adapted Recreation
- Equipment Rental
- Student Employment
- Child + Family Programming
- Kids Summer Camp

Ohio State Rec Sports

Five unique rec centers, 80 acres of outdoor space, hundreds of programs and services. Get caught doing what you love at Ohio State Rec Sports.
### Monthly Spending Plan

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<th>Projected Income</th>
<th>Actual Income</th>
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### School Expenses

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### Entertainment

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### Off-Campus Housing Expenses

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<td>Water/Sewer/Trash Removal</td>
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</tr>
<tr>
<td>Cable Internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Utilities

<table>
<thead>
<tr>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes

<table>
<thead>
<tr>
<th>Amounts From Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Home</td>
</tr>
<tr>
<td>Total Expense</td>
</tr>
<tr>
<td>Total Living/Use</td>
</tr>
</tbody>
</table>

### Move-In Checklist

**General Condition:** Indicate YES or NO in the box for each item below.

- All ceilings and woodwork clean. No cracks or holes. No dust or cobwebs.
- All light bulbs and light fixtures work. All light fixtures clean, dusted, not broken.
- All electrical outlets work and all wiring is safe. Fuse box is accessible.
- All plumbing fixtures work. There are no leaks or existing water damage.
- All windows/trim/doors are clean. No damaged glass/screens/storm windows.
- All carpeting is clean, without stains, burns or holes.
- Wood and cement floors are clean, dry. No scratches, burns, or damage.
- Doors are clean, no damage. Handles and locks work. Doorbell works.
- Shades/blinds/curtains and rods are in place, clean, working, and in good shape.
- Adequate and secure fire escape routes. Working smoke detectors.
- Walls are clean, no stains, holes, or marks. Wallpaper secure. No peeling paint.
- Furnace works, filters clean. Water heater works, no leaks.
- Tile floors and surfaces are clean, dry. Tile is secure, grout affixed. No damage.

**Additional Comments:**

- Living Room: walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture
- Dining Room: walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture
- Kitchen: walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, lights, cabinets, drawers, countertops, dishwasher, stove, sink, faucet, disposal, refrigerator
- Bathrooms: walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, lights, sink, faucet, toilet
- Bedrooms: walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture

### Signatures:

- Tenant 1: 
- Rental Manager/Landlord: 
- Tenant 2: 
- Date of Inspection: 
- Tenant 3: 
- Date of Move-in: 
- Tenant 4: 
- Apartment Address: 

---

**Off-Campus Student Services**

**Office of Student Life**

3106 Ohio Union

offcampus.osu.edu
## Move-Out Checklist

**General Condition: Indicate YES or NO in the box for each item below.**

<table>
<thead>
<tr>
<th>Liv. Rm.</th>
<th>Din. Rm.</th>
<th>Bath 1</th>
<th>Bath 2</th>
<th>Kitch.</th>
<th>Bdrm. 1</th>
<th>Bdrm. 2</th>
<th>Bdrm. 3</th>
<th>Bdrm. 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>All ceilings and woodwork clean.</td>
<td>No cracks or holes.</td>
<td>No dust or cobwebs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All light bulbs and light fixtures work.</td>
<td>All light fixtures clean, dusted, not broken.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All electrical outlets work and all wiring is safe.</td>
<td>Fuse box is accessible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All plumbing fixtures work.</td>
<td>There are no leaks or existing water damage.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>All windows/mirrors are clean.</td>
<td>No damaged glass/screens/storm windows.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All carpeting is clean, without stains, burns or holes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood and cement floors are clean, dry.</td>
<td>No scratches, burns, or damage.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors are clean, no damage.</td>
<td>Handles and locks work. Doorbell works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shades/blinds/curtains and rods are in place, clean, working, and in good shape.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate and secure fire escape routes.</td>
<td>Working smoke detectors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls are clean, no stains, holes, or marks.</td>
<td>Wallpaper secure. No peeling paint.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnace works, filters clean.</td>
<td>Water heater works, no leaks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tile floors and surfaces are clean, dry.</td>
<td>Tile is secure, grout affixed. No damage.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments (specify ALL problems below, use additional paper if necessary):**

- **Living Room:** walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture
- **Dining Room:** walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture
- **Kitchen:** walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture, dishwasher, stove, sink, faucet, disposal, refrigerator
- **Bathrooms:** walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, lights, sink, faucet, toilet
- **Bedrooms:** walls, floor, ceiling, paint/wallpaper, windows, shades, curtain rods, light fixtures, furniture

**Signatures:**

- **Tenant 1:**
- **Worker/Landlord:**
- **Tenant 2:**
- **Date of Inspecton:**
- **Tenant 3:**
- **Date of Move-in:**
- **Tenant 4:**
- **Apartment Address:**
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www.OSURent.com

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614-294-1684
2104 Tuller St.

1 Bed Bedrooms:
2262 N. High
49 E. Norwich
240 W. Lane
95 E. Lane
47 Frambes
491 Alden
2138 N. 4th

2 Bed Bedrooms:
132-140 W. Lane
240 W. Lane
49 E. Norwich
101 E. Norwich
31-33 Frambes
47 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 Bed Bedrooms:
105 E. Norwich
47 Frambes
197 E. 13th
64-70 E. 12th
132-140 E. 12th

4 Bed 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
2088-2090 Tuller
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
181 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 Bed 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
1743-1745 N. 4th

6+ Bed Bedrooms:
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34 E. 18th
49 E. 18th
48 E. 17th
1988 Iuka
1464 Highland

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