

## LEASING INFORMATION AND REQUIREMENTS

Thank you very much for your interest in our properties. We greatly appreciate it! Please take your time and read this document carefully. It should answer most of the questions you, or your parents (guarantors) should have about leasing one of our properties. If any questions are left unanswered, please feel free to call me or e-mail me. I'll be more than glad to take any time needed to answer them.

Please take a look at the Renter's Guide publication, published by the OSU Undergraduate Student Government (USG), listed on the OSU's Office of Student Life, Off-Campus housing section at <http://offcampus.osu.edu/off-campus-housing/usg-renters-guide> and also on my website's home page at [www.OSUproperties.com](http://www.OSUproperties.com). I have listed the last 12 years of this very important publication, where I have been consistently top-rated among large sized rental companies every year. Also, all our properties have recently received the highest rating of 6 buckeyes, 5 brown and 1 green, as a result of the inspection by the director of the new OSU Off Campus Housing Excellence Program and two firemen of the City of Columbus Fire Department. See results of the inspections here <http://offcampus.osu.edu/search-housing.aspx?pricefrom=0&landlord=2275&ochep=1> and information about this excellent program here <http://offcampus.osu.edu/off-campus-living/off-campus-housing-excellence-program/>. I think you will also find very helpful looking at testimonials from tenants and parents here <http://www.osuproperties.com/docs/testimonials.pdf>. All this information will help you make an informed decision on your student housing, such an important part of your student life and success, even if you do not rent from me.

The rent for all of our properties includes Gas, Electric, Water/Sewer, Exceptionally High Speed Internet (110 Mbps download/10 Mbps upload) and Extended Basic Cable TV (80+ channels). You pay ONE BILL every month. No worries about whose name the utility accounts will be in, paying utility account deposits and collecting from roommates to pay the bills every month. Also, when you move in you are guaranteed to have Exceptionally High Speed Internet ready to go, so you can move on with your busy student life. Tenants can upgrade Extended Basic Cable TV (add more or HD channels etc.) and Internet service (higher speed) through the cable provider by setting up an account in tenant's name, per unit, at an additional cost at tenant's expense. Living room and all bedrooms come with a TV Cable outlet. You can read more details about utilities in paragraph 5 of the lease agreement here <http://www.osuproperties.com/docs/lease-and-rental-agreement.pdf>.

We have already started showing properties and signing leases for the 2017-2018 school year. Please check our website at [www.OSUproperties.com](http://www.OSUproperties.com) for up-to-date availability and rental rates of any properties you might be interested in and please call me, George Kanellopoulos, owner/manager, any day of the week, between 10 am and 10 pm, at 614-299-9940, to make an appointment for a showing. If I am on the other line and unable to answer your call at the time you are calling, please leave me a message with your name, phone number, the best time to call you back, the properties you are interested in viewing and when you would preferably like to view them. When I call you back it could be anytime until midnight, if it is ok with you. Appointments are available every day, from 10 am until 8 pm, and for the busiest first couple of weeks of our rental season, including weekends. Please keep in mind that I have to give my current tenants a 24-hour notice before showing their apartment, or house. However, if there is already an appointment in place for the property you are interested in, you are welcome to join the other group(s) on the same day.

We are very proud to own some of the most desirable and sought after properties on campus and as a result they do rent fast. We rent all our properties, without discriminating against anyone, on a first-come, first-served basis. In other words, you apply for our property and if everything checks out well with your applications, the property is yours. If you do not have all the future roommates available and ready to sign, you can sign the lease with as many as you have currently in your group, as long as you feel comfortable that you can find the persons needed to join you by the time you move in. At that time you can have the additional persons apply, sign the lease and follow the same procedure you all did. I recommend that you all read the lease on our website and agree to the terms before you come out to view our properties.

### **AFTER WE HAVE SHOWED YOU A PROPERTY AND YOU DECIDE THAT YOU ALL LIKE IT AND WOULD LIKE TO RENT IT, HERE IS WHAT YOU NEED TO DO:**

1. Call me, George Kanellopoulos, owner/manager, at 614-299-9940, or e-mail me at [GeorgeK@OSUproperties.com](mailto:GeorgeK@OSUproperties.com), telling me which property you are interested in renting. If the property is still available and no one else has expressed interest in renting the same property before you did, (remember, we rent on a first-come, first-served basis), I will e-mail you back with the lease agreement all filled out and attached to the e-mail. Please print the lease agreement and have everyone read it VERY CAREFULLY and sign it. Please let me know if you have any questions about the lease or anything else. Also, each one of you print your initials at the bottom of each page.
2. If you do not have as many people to sign the lease as you would need at this time, you can sign the lease with as many people as you have now, as long as you have the total deposit available, equal one month's rent, and you and your parents feel comfortable that you are going to find the number of people you would need to have, in order to be able to afford the rent. You can add the additional people on the lease any time between now and the end of your lease. One very good source for finding a roommate, next to personally knowing someone, is the OSU's Office of Student Life (Formerly, Off-Campus Student Services). Here is that link: <http://offcampus.osu.edu/roommates>.
3. Each person in your group must fill out and sign a rental application. On our website, click on the "Rental Application" link and make sure that you first fill out the application online, print it on ONE PAGE and sign it. There is a \$50 dollar per person non-refundable application fee.
4. Make a LEGIBLE color copy of two photo ID's (a state license and school identification are preferred) for each applicant.
5. Pay the application fee online on my website by an e-check, for FREE, using the "PAY ONLINE" link. The total amount of all application fees must be paid in one transaction. Example: 5 bedroom house, 5 people applying, \$250 must be paid in one transaction. Setup is very easy and it only takes a few minutes. All you need is a checking or savings account to set it up. In the field for unit/address, please use only the unit number, or letter for the property you are applying for (for example A, 1, B1, 2112 etc.); the street name is already at the top of that page. If the unit you are applying for is a single house you can enter the house address. Also, please make sure you do not check the box next to "Are you an applicant and have not been assigned an apartment number?" Checking the box will assign "APPLICANT" as your unit and it will confuse our record keeping. If you do check it accidentally, please logon back to your account and replace "APPLICANT" with the unit name you are applying for, as described here above. Please keep in mind that any payment you make by e-check is free of charge to you, however, payment by credit or debit card will be at your own expense. Currently, Rentpayment charges a convenience fee of 2.95% of the amount paid with \$4.95 minimum Please pay your application fee payment under the "Application Fee" line item. Please note that when you make a payment online, RENTPAYMENT will instantly e-mail you and me a receipt.
6. Have all items listed above ready to scan and e-mail to me at [GeorgeK@OSUproperties.com](mailto:GeorgeK@OSUproperties.com). This could be required as soon as the same day that you receive the lease agreement from me. Please note, that during your application period, in honoring the "first-come, first-served" rental policy, this property will not be available to anyone else, until I have approved or disapproved you as tenants.
7. I will let you know whether you are approved or not within 1-3 days from receiving your leasing package. If you are approved, I'll notify you and ask you to pay the security deposit (the equivalent of one month's rent) online on my website at [www.OSUproperties.com](http://www.OSUproperties.com), using the "PAY ONLINE" link, the same way you paid the application fee, as explained in paragraph 5 here above. The security deposit must be paid jointly in one transaction totaling the amount due for the deposit under the "Security Deposit" line item.
8. After you are approved and have paid the security deposit, I'll e-mail a copy of the lease to you, signed by me, and each person who has signed the lease agreement must have one of his/her parents (Guarantor) print the Guarantee from our website and have it filled out, notarized and signed. Please **CLICK HERE** to view the Guaranty To Lease. Please make sure all guarantors read the signed lease before they sign the Guarantee and tell them to e-mail me a scan or a photo of the Guarantee and a scan or a photo of their driver's license to George Kanellopoulos at [GeorgeK@OSUproperties.com](mailto:GeorgeK@OSUproperties.com). According to your lease you signed (paragraph 25), I need to receive all Guarantees within 4 days from the time you are approved and you are sent the signed lease agreement. Please note, that we hold your guarantor responsible only for a fractional amount of the rental and other obligations. Your guarantor's liability is NOT joint.

Thank you again for your interest in our properties! Take care!

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