

WELCOME!

Helpful Hints for YOU!

Use all of your resources when inquiring about available apartments. Look in newspapers. Use agencies and free guides as well.

Before touring any potential apartments, call the rental office to verify hours and whether appointments are necessary. If you have to set up an appointment ask to see the apartment you want or a similar model.

Visit the neighborhoods in which you would like to live. Watch RXW IRU ´)RU 5HQWµ VLJQV <RX PD\ QRWLFH D SODFH yet been advertised.

Have a basic information sheet ready, which lists your employment or income sources, credit references and landlord references, if applicable (see p. 3). Be prepared to show proof you are capable of paying the rent.

Be sure that you have some form of picture I.D. ready when you visit an apartment. For the safety of their personnel, many complexes make this a requirement before you are permitted to tour any of their models.

You may want to take your checkbook. If you find a place you really want, put down a deposit and show how serious you are about renting.

Talk to your parents/guardians ahead of time. Often apartments have minimum monthly income requirements that students often do not have. Often your parents/guardians will have to co-sign (or guarantee) your lease.

Take some type of checklist (see p. 7), which includes all the features you

Personal Information Sheet

R o o m m a t e

C o m p a t i b i l i t y

If you choose to share your apartment, working out the major and
P L Q R U G H W D L O V R A O V R A O -

Apartment Features Checklist

Apartment Location: _____

Price: _____ Security Deposit: _____ # of Bedrooms: _____

Paid Utilities:

Gas: ___ Electric: ___ Water: ___ Sewage: ___ Trash: ___

Appliances:

Washer/Dryer Hook -Up: _____ Laundry Facilities: _____

Garbage Disposal: _____ Dishwasher: _____ Microwave: _____

Stove: gas _____ electric _____ Heat: gas _____ elec tric _____

Air conditioning: _____

Recreational Facilities:

Swimming Pool: _____ Volleyball Court: _____ Basketball Court: _____

Racquetball Court: _____ Tennis Court: _____ Exercise Room: _____

Parking:

On-street: _____ Garage: _____ Carport: _ _____ Bike Storage: _____

Maintenance:

On-site Management: _____ 24-Hour Emergency Maintenance _____

Pets:

Size: _____ Type: _____ Additional Fee: _____

Misc.

L e a s e s

A lease or rental contract is legally binding. Read each clause carefully before signing it. Make sure the amount of rent is included as well as the length of the lease.

Do not sign a lease unless you definitely intend to live there. Changing your mind may cost you your security deposit.

Before signing the lease, have the landlord clarify all points that you do not fully understand. Tell the landlord about needed changes and have any adjustments to the lease put in writing.

Generally, normal leases may contain the following information:

- Description of the property

- Length of the lease

- Names of both the landlord and the tenant

- Due date for rent

Repairs

A landlord must make a place habitable before it is rented out. Your apartment must meet the following minimum conditions:

- No leaks when it rains
- No broken doors, entrance locks, or windows
- Plumbing works with hot and cold water
- Working sewer or septic tank connection
- Heater working and safe
- Floors and stairway in good condition
- Place clean and without garbage, roaches, or rodents
- Adequate garbage bins

If the landlord fails to do the requested repairs within a reasonable amount of time, there are several steps you can take:

1. You can take care of the repairs yourself and deduct the cost from your landlord sign a written agreement for reimbursement before you make the repairs.
2. You can move out and not be required to complete the duration of your lease. Make sure you document your service requests and allow the landlord 30 days to complete repairs before breaking your lease.
3. You can withhold your rent payment (see above), but it is best to

UTILITY ROOM 3 BASEMENT:

Furnace _____

What To Do When You Move In

There are many things you should do when you first move in to your apartment or house. Document all aspects of the place in need of repair. Is the refrigerator working, are the windows and doors in good repair, is it clean? Have a witness use a camera and/or a video camera. Complete the check-in form with your landlord. It is important you can prove the pictures or video you took are dated accurately. Holding up the daily newspaper in your picture is one way to do this. It is not absolute proof, but it is better than nothing. Take these same precautions when you move out in order to avoid extra repair charges. Sample

You should call all the utilities at least a week before you move in. If you do not, you may be without phone or electric service for a couple of days. Plan ahead! Be ready to contact the gas, electric, water, phone, and cable companies.

What To Do When You Move OUT

Personal Safety

Your best defense against crime is, undoubtedly, prevention. The following suggestions can make your apartment a safer environment to live in.

Keep ground windows closed and locked and leave at least one inside and outside light on when you leave. If possible, use timers to control the time your lights turn on and off when you are out.

If you have a deadbolt, auxiliary or mortise locks, make use of them both when you are at home and when you are away.

Consider having an unlisted telephone number, especially if you live alone. If your number is listed in the telephone directory, use only your first initial instead of your full name.

Do not give out personal information, such as your name and address, over the telephone to an unidentified caller. If you continue to receive suspicious or harassing calls, notify the police or the phone company.

If you have an answering machine, leave your name out of the greeting.

Instead, use your phone number as means of identification. Also, if you live alone,

If your apartment door does not have a peephole, request one be installed so you can identify visitors.

Ask for company ID from any repair or delivery people. If you are suspicious or the person arrives unexpectedly, call the company for verification, while the person waits outside. Never allow a repairperson into your apartment without seeing their ID.

Make an effort to get to know your neighbors. If you notice anything suspicious, alert your neighbors. In an emergency, allow them to use your phone in hopes they will return the favor.

If you think an intruder is in your apartment, DO NOT go inside. Instead, call the police from a nearby phone.

Have someone check your place when you are out of town, and have the post office hold your mail while you are gone. If you subscribe to newspapers, have those held as well.

Purchase property insurance; it is inexpensive and may save you thousands of dollars if an accident or burglary does happen. You will often be able to find a plan for \$100 - \$200 a year.

NEVER leave your keys outside under a doormat or in a place accessible to a stranger. If you lose your keys, work with the landlord to replace your locks, not just your keys, immediately.

Rent ~~ELW~~ & Fair Housing

You, as a tenant, have the right to privacy. Your landlord may enter your apartment only in the following situations:

- In an emergency, such as a fire

- To make necessary repairs (with at least 24 -hour notice)

- When you have already vacated the property

The Ohio Revised Code is available for reference at the online website:

The Eviction Process

If you have a lease, you can live in the same apartment until the lease expires, unless you have broken the terms of the lease or one of the

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Maintain a safe and sanitary environment in your apartment

Throw away trash and garbage in a sanitary manner

Take good care of all appliances the landlord has provided

Clean all electrical and plumbing fixtures and use them properly

Not damage the property or allow your guests to do so

Not cause disturbances

Allow the landlord to enter your apartment if he or she has just cause and has given you at least 24 -hours notice

If you are responsible for one of the tenant violations, the landlord can give you a 30-day notice asking you to take care of the problem. If you

Tenant Letters

The following are sample letters, courtesy of the Columbus Urban League, which may be used to correspond with your landlord for a variety of circumstances. Remember to keep copies of all notices sent to your landlord throughout the term of your lease.

I. PROTESTING ILLEGAL ENTRY

/DQGORUG·V 1DPH DQG \$GGUHV V

Dear _____:

I would like to clarify the requirements for notice before entering my apartment. According to 5231.04 of the Ohio Revised Code, you as landlord must give me as tenant reasonable notice of your intent to enter, and may do so only at reasonable times. Twenty -four -hour notice is presumed to be reasonable notice. The law provides if the landlord makes an entry in violation of this provision, the tenant may recover actual damages and obtain

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I will be pleased to arrange with you or any of your staff times for entry into my unit. Please feel free to contact me to set up such an appointment. I hope you will abide by this request and we can establish a more effective working relationship.

Sincerely,

(Tenant)

(Address & Phone)

Ed. Note: This letter can be used by a tenant to notify a landlord who has made an illegal entry upon the leased premises that such entry is not acceptable, and the tenant feels the landlord is abusing the right of access conferred by the statute.

III. PROTESTING NONACCEPTANCE OF RENT:

/DQGORUG·V 1DPH DQG \$GGUHV V

Dear _____:

I recently tried to pay my rent. It was offered on time but was refused by you. You have asked me to leave the premises right away.

Under the Ohio Landlord -Tenant Law [RC 5321.17 (B)] you are required to give a tenant a thirty (30) day notice to terminate a month -to -month tenancy.

I am enclosing my rent again. If you do not accept it, I will have to deposit it with the Clerk of Courts as proof of my willingness to pay rent. If it is deposited, I will be pleased to release the money to you upon your request and pursuant to RC 5321.07.

I hope this clarifies the requirements of the law. I thank you for your time and attention.

Sincerely,

(Tenant)

(Address & Phone)

Ed. Note: A tenant may use this letter when a landlord has refused to accept a rental payment. The landlord may be trying to create a situation where he will be able to evict the tenant for nonpayment of rent. The landlord may not do this.

IV. PROTESTING RETALIATION:

/DQGORUG·V 1DPH DQG \$GGUHV V

Dear _____:

The Ohio Landlord ³ Tenant Law provides that a landlord may not increase rent, decrease service, threaten to bring an eviction or evict a tenant because the tenant has complained to the landlord about the conditions in the rental unit, complained to an appropriate government agency about a code violation or joined with other tenants for the purpose of negotiating or dealing collectively with the landlord.

Since I have recently engaged in protected activity, I believe your action to (here describe allegedly retaliatory activity) is retaliatory. I hope this letter will end the matter. However, I want you to know I will take whatever action is necessary to defend my rights. The law provides for

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above section of the law.

Thank you for your attention to this matter.

Sincerely ,

(Tenant)

(Address & Phone)

Campus Map

