



WELCOME TO NORTHSTEPPE REALTY

Dear New Tenants,

On behalf of the entire staff here at NorthSteppe Realty, we would like to thank you for choosing to rent with us. We strive to provide you with superior service so that your renting experience is first-rate, and that you would choose to rent with us year after year.

We have included a welcome packet that provides helpful resources, answers to questions, and useful phone numbers. ***The first part of the packet has forms that must be completed before receiving a key to move into your apartment.*** They inform you of our rules and regulations and enable your move-in to go much more smoothly. The 2nd part of the packet, the last two pages, has two forms that you need to look over and complete within 5 days after you move into your apartment. This includes the Move-In Damages Sheet and Smoke Detectors/Fire Extinguishers Notice.

- In order to get your keys for move in, you **MUST** have the following:
- The move-in packet filled out and signed completely by all the tenants
- Signed
- All deposits and rent payments due, must be paid completely
- All leases must be signed AND co-signed
- Photo ID (State Issued ID with photo or Passport)

IMPORTANT NOTE: When the time comes for you to move in, please be sure to call or email the office (northsteppe.nsr@gmail.com) 48 hours before you plan to arrive at the office to move in. Also, this would be the operative time to inquire as to whether your balance is current: you want to make sure you have paid everything ahead of time that needs to be paid (application fees, security deposit, last month's rent, etc.).

Please be sure to contact the appropriate utility companies (as mentioned in the Rules & Regulations) to be sure you will have gas, electric, cable, security systems, etc. working when you arrive. If you need exact meter numbers or have questions, please contact

- George at 614-299-4110, extension 309. For other issues, and questions, please refer to the list below:

For questions regarding your lease contact our Leasing Office at 614-299-4110, or northsteppe.nsr@gmail.com
For questions regarding charges or payment contact our Accounting office 614-299-4110 ext 314 or Ghawks026@gmail.com

For any maintenance issues contact our Maintenance Department at 614-299-4110 ext 2., or maintenance.nsr@gmail.com

For an emergency maintenance please call the pager at 614-617-0001

When leaving a message for any of the above department; please leave a detailed message along with your name, address, unit number, primary tenant and contact phone number.

The leasing office can only provide assistance in property management and leasing issues.



RENT PAYMENT NOTICE

Date: _____ Address _____

Tenant(s) are encouraged to pay their rent each month using online payments. As a reminder rent is due on the 1st of each month, if paying by check we require **one check per unit**. To avoid a \$50.00 or 5% multi check fee, each roommate may pay using the online payment portal. If you have not signed up for the online payment portal, you can do so by sending your Name, Address and E-mail address to: dianaH.nsr@gmail.com.

Once we receive your information we will send you a link to login and create your password.

To avoid a minimum \$50.00 or 5% of total rent installment late fee, rent must be in our office or paid online on or before the 1st of each month, including weekends and holidays.

If you choose not to use the online payment option then please comply with the following rules:

1 Monthly payments must be paid in full in **one single check/money order** on or before the 1st of the month, every month including January 1st. We have a no grace period policy.

2 To ensure your rent is credited to the proper account, you must have the address, unit number, as well as primary tenant name on the face of the Check. Late fees or other charges may occur should you fail to provide us with the proper information.

3 Please place rent checks/money orders in the drop box located at 10 E 17th Ave., just outside the Accounting office door. Do not give them to the leasing personnel or drop them at the front desk.

4 As of September 1, 2010 we will be charging a \$25.00 fee for all Credit Card charges over \$200

Direct any questions to the NorthSteppe Realty Accounting office e-mail: dianaH.nsr@gmail.com

ALL ROOMMATES MUST SIGN

Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date



UTILITY COMPANIES AND CORRESPONDING BILLS

Date: _____ Address: _____

As it indicates on my lease, I am responsible for paying certain utilities in my apartment, separately from my rent payment. (Please refer to your lease as to what your responsibilities are.) I further understand that if these utilities are not paid, I will be responsible for any and all implications that arise should the particular utility be shut off to my apartment/house. This would include, but not limited to hookup fees, replacement of appliances (if needed), and late fees issued by NorthSteppe Realty, Inc.

I agree to have the appropriate utilities placed in the name of one of the tenants at the above address by my/our move in date.

I agree that if I fail to place the appropriate utilities in one of the tenants' names by the aforementioned date, I/we will be assessed a minimum of \$50.00 late charge or 5% of the rental payment amount for each month per account in which this has not been completed.

ALL ROOMMATES MUST SIGN

_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date

AEP (electric) 800-277-2177 – www.aepohio.com

Columbus Electric 614-645-7360 – www.utilities.columbus.gov

Columbia Gas 800-344-4077 – www.columbiagasohio.com



WHAT HAPPENS WHEN ROOMMATES SPLIT?

Date: _____ Address: _____

To live with a roommate is often a trying experience. Despite the obvious benefits of living with a roommate, the benefits frequently crumble, changing circumstances, which force roommates apart.

All roommates who have signed the lease agreement are entirely liable for any ill effects, which may follow, and the management has no obligation to terminate the lease due to a change in the circumstances. If one roommate chooses to move, he/she must sign off the lease, giving up all rights and responsibilities to the apartment. In the same respect, the remaining roommate (s) must sign assuming all responsibilities. Unless both parties do this, all parties are still held liable for the entire lease term.

1. If one roommate pays one portion of the rent and the other roommates pays nothing, all residents are subject to the consequences on grounds of non-payment, all residents can be reported to the credit bureau for their non-payment and all residents can be evicted.
2. If a new roommate desires to move into the apartment while still on the existing lease, the existing tenants must approve him and management prior to moving, put up a new and full security deposit, and signs a new lease. All of this can be done only after #1 on this sheet is complied with.
3. When a roommate leaves prior to the lease term ending, the management has no obligation to refund his/her security deposits. The deposit is to stay with the apartment until completely vacated.
4. The security deposit agreement holds all parties liable for any and all damages, even if each resident has paid only part of the deposit.

ALL ROOMMATES MUST SIGN

_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date
_____ Resident	_____ Date	_____ Resident	_____ Date



ACKNOWLEDGMENT OF SMOKE DETECTOR POLICY

Date: _____ Address _____

The undersigned resident(s) hereby acknowledges that, as of the above date, Smoke Detectors are installed at the above address in accordance with Columbus City Code Section 2521.10 and are in good working order. The undersigned agree not to tamper with or take any batteries from any Smoke Detectors and to notify Management immediately, in writing, of any malfunction or need for maintenance of any Smoke Detector.

Resident(s) also hereby acknowledge receipt and explanation of the materials stated above. Resident(s) agree to return apartment inspection form (Move in-Move out form) to the office within five business days after move in.

ALL ROOMMATES MUST SIGN

Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date

ADDRESS:

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

* (c) _____ Lessee has received copies of all information listed above.

* (d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	1/30/12	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date



Kitchen	Good	Fair	Poor	Comment	Bathroom 1	Good	Fair	Poor	Comment
Oven/Range					Med. Cabinet				
Hood Fan					Vanity				
Dishwasher					Toilet				
Disposal					Tile/Caulking				
Refrigerator					Shower rod				
Sink/Faucet					Towel bar				
Cabinets					Sink				
Countertops					Shower/Tub				
Floor					Walls/Ceiling				
Walls					Fixtures/Bulbs				
Ceiling					Door(s)				
Other					Floor				
Dining Room					Mirror				
Windows					Linen Closet				
Drapes/Blinds									
Fixtures/Bulbs					Other				
Carpet/Floor					Bathroom 2				
Walls					Med. Cabinet				
Ceiling					Vanity				
Living Room					Toilet				
Floor/Carpet					Tile/Caulking				
Walls/Ceiling					Shower rod				
Drapes/Blinds					Towel bar				
Windows					Sink				
Doors/Screens					Shower/Tub				
Fireplace					Walls/Ceiling				
Ceiling Fans					Fixtures/Bulbs				
Bookshelves					Door(s)				
Outlets					Floor				
Bedroom 1					Mirror				
Floor/Carpet					Closet				
Walls									
Ceiling					Items	Yes	No	None	Other
Door(s)					Smoke detector				
Windows									
Mini Blinds					Fr. Door #keys				
Closet					Mail Box keys				
Other					Front door keys				
Bedroom 2					Laundry Keys				
Floor/Carpet					Furniture				
Walls					A/C window unit				
Ceiling					Portable heater				
Door(s)					Blinds				
Windows									
Mini Blinds					<u>ADDRESS</u>				
Closet									
Other									
					<u>PRIMARY SIGNATURE:</u>				