OSU Properties, LLC
2024-2025 Leasing Info and Requirements

We begin leasing for the **2024-2025** school year at **2:00pm on Sunday**, **September 17**. Availability and pricing will be posted on our [website](#) at this time and will be updated daily until all units are rented, so please regularly refresh the page for the most current information.

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Thank you for considering OSU Properties, LLC for your off-campus housing!

Please take your time to carefully read through this document. It contains answers to most of the questions prospective tenants and their parents/guardians may have about signing a lease with our company.

For any questions or concerns not addressed by this document, please contact Alek Kanellopoulos (Property Manager) at 614-546-9760 or alek@osuproperties.com.

1. Our Accreditations

Even if you do not choose to rent with our company, the information in this document will help you understand what to look for in a rental company. Great student housing will lead to success in your academic life and beyond!

1.1. The Renter's Guide

We strongly encourage everyone to take a look at the student [Renter's Guide](#), provided by The Ohio State University's Undergraduate Student Government (USG), and published through the Office of Student Life. The guide can also be found on our website's [home page](#). The Renter's Guide is a product of surveys conducted by the USG. It provides students and their parents/guardians with valuable information about how local landlords compare in many different areas.

We are extremely proud to report that George Kanellopoulos and OSU Properties have been **TOP RATED** among larger rental companies in the University District for each of the last 17 years of this important publication.

1.2. Off-Campus Housing Excellence Program and Off-Campus Housing Network

In addition to being top rated in the Renter's Guide, we are currently a valued in-network partner of [The Ohio State University Off-campus Housing Network](#), and were previously a distinguished partner of a since discontinued initiative from The Ohio State University's Office of Student Life, called the Off-Campus Housing Excellence Program (OCHEP). You can learn about this former program [here](#) and [here](#).

OCHEP served to equip student tenants with the knowledge needed to live off campus and helped to improve the quality of off-campus life through conducting property inspections alongside the Columbus Division of Fire. OCHEP had three primary goals:

1) Reduce off-campus risks and hazards by providing students with information and strategies that enhance personal safety and home security.

2) Lower utility costs and raise environmental awareness by promoting sustainable living.

3) Help students and their families make well-informed decisions about off-campus housing options.

According to the program's rating system, each unit inspected could receive up to 5 "buckeyes" for safety, security, and operations, and 1 "green buckeye" for sustainability. **We are proud to say that for each active year of this program, all of our units received the highest possible rating of 6 buckeyes!**

[The Ohio State University Off-campus Housing Network](#) is the university's evolution of OCHEP, with more funding and resources than the previous program. The Off-Campus Housing Network has most of the same goals that OCHEP did, but expands the scope in many ways.

We strongly encourage everyone to learn more about this new program from the university's webpage directly: https://offcampus.osu.edu/off-campus-housing-network/

1.3. Testimonials and Reviews

Our commitment to quality, safety, and sustainability has allowed OSU Properties to operate as one of the most reputable off-campus rental companies for over 30 years. The hundreds of testimonials and reviews from happy customers are proof of this commitment. You can read through many of these testimonials at [this link](#) on our website, and on our [Google Reviews](#).

2. Utilities Included for All Units

With our units, the monthly rent includes gas, electric, water, and sewer. These utilities are activated and ready when you move in, so you can focus more on your busy student life. You can read more about our utilities policy in the [Sample Lease Agreement](#) on our website.

3. Scheduling Showings

You can visit our website at [osuproperties.com](#) for unit availability, pricing, and other important information. To schedule a showing, please call Alek Kanellopoulos at **614-546-9760**.

If we are unable to take your call, please leave a voicemail providing your name, phone number, and the addresses of any units you are considering, and someone will call you back as soon as possible.

3.1. Move-In Pictures and Floor Plans

Extensive move-in pictures and detailed floor plans of each unit in our portfolio are available to view in the Dropbox folder linked below. The pictures provided were taken before the current tenants moved in. The combination of the pictures and floor plans should provide you with a near-exact representation of what you should expect at move-in if you sign a lease with our company.

https://www.dropbox.com/sh/rqkna3rjatnnwlt/AADKgbvEpLZTrXLZZUvS2GPwa?dl=0

3.2. Leasing Without a Showing

Given our excellent reputation and the detailed resources we provide on our website, including the move-in pictures, floor plans, and sample leasing documents, you have the option of renting a unit without a showing. Of course, you can always pass by a given property to view it from the outside, but we ask that you respect the privacy and security of our tenants by **not** knocking on any doors.

Please note that we rent our units on a **first-come, first-served basis**, and we give priority to the first group that applies, regardless of whether or not they had a showing.

4. Signing a Lease!

Our units are some of the most desirable in the off-campus area, and as a result, they rent very quickly. All of our units are rented on a **first-come, first-served** basis. Only one group is allowed to apply for a unit at a time. This priority group receives our full attention during the application and leasing process.

Before you proceed with signing a lease, we ask that you carefully review our Sample Lease Agreement, Sample Rental Application, and Sample Guaranty Form. If your group is 100% prepared to secure a unit, please **email** Alek Kanellopoulos at alek@osuproperties.com with the following:

- A statement of which unit you intend to lease in the body and subject of your email. All prospective tenants and guarantors should be Cc'd. We recommend you email a ranked list of units you would like to apply for in case your first choice is not available.

- The applicant information spreadsheet linked below must be completed **accurately** and attached to your email. This is a direct download link, so please check your downloads folder.
  ### Applicant Information Spreadsheet

    - All information is required to prepare the leasing documents. We cannot proceed without a full legal name, email address, and phone number for each tenant and guarantor.

    - Tenant - 01 is the Primary Tenant. The primary tenant will be our first point of contact for any communications during the leasing process and in the future if your lease is finalized.

- Add each tenant and guarantor according to their number. For example, Tenant - 02 (John Doe) has Guarantor - 02 (John Doe's Guarantor) and so forth.

- Our lease only requires one guarantor per tenant, so please do not list multiple guarantors in a single row.

- Only fill out as many rows as you have applicants and guarantors in your group. Do not worry about unused rows.

Take care to ensure the information provided is accurate, **especially each email address,** and remember to CC all tenants and guarantors on your email.

If you are the first to express your intent to lease an available unit, you will receive a confirmation email along with instructions on what to expect next. If another group emailed first or if a unit is otherwise not available, you will be notified promptly.

4.1. Important Notes About the Leasing Process

The full leasing instructions will outline the leasing process in significant detail, but for the purpose of this document, please note the following:

- In honoring our first-come, first-served rental policy, the unit your group is applying for will be reserved. It will not be available to anyone else during the application period. If any prospective tenant or guarantor fails to complete their leasing requirements, the unit will be removed from your priority and made available to the next interested group.

- **Rental Applications:** Each prospective tenant will complete a rental application electronically on DocuSign. **EACH** prospective tenant must submit a separate rental application and pay a non-refundable application fee of $50.

- **Lease Agreement:** Each prospective tenant and guarantor will sign the lease agreement electronically on DocuSign. The lease agreement is a separate document, but will be included with the same DocuSign request.

- **Guaranty Forms:** Each guarantor will complete a guaranty form electronically on DocuSign. Note that guarantors must provide employment and/or income information.

- You will have **24 hours** to complete all leasing items.

- We will have an approval decision **within 72 hours** after completion of all leasing items.

- **Security Deposit:** If your group is approved, a security deposit equal to one month's rent must be paid electronically within **24 hours**. Our online platform can accept ACH/e-check, debit card, and credit card payments. The leasing instructions and approval email will explain how to pay the security deposit.

Thank you for taking the time to review this document. We look forward to working with you!