

OSU Properties, LLC

Leasing Information and Requirements

We began renting for the **2022-2023** school year on **September 15**.
Availability and pricing are updated daily until all units are rented.
Please regularly refresh our website for the most current information.

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Hello!

My name is George Kanellopoulos, and I am the founder, owner, and primary manager of OSU Properties, LLC. Please take your time to carefully read through this document. It will answer most of the questions prospective tenants and their parents/guardians have about signing a lease with my company.

1. Our Accreditations

Even if you do not choose to rent from OSU Properties, the information below 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

If you have not done so already, please take a look at the student [Renter's Guide](#), published by The Ohio State University's Undergraduate Student Government (USG), through the Office of Student Life. The guide can also be found on our website's [home page](#). The Renter's Guide is a culmination of surveys conducted by the USG. It provides students with valuable information about how local landlords compare in many different areas.

We are proud to say that for each of the last 16 years of this very important publication, our company has been top rated among larger rental companies in the University District!

1.2. The Off-Campus Housing Excellence Program

In addition to being top rated in the Renter's Guide, we were valued participants in a now 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](#), and we encourage you to write the university requesting that this program be reinstated!

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!

1.3. Tenant and Parent Testimonials

Our commitment to quality, safety, and sustainability has allowed OSU Properties to operate as one of the most reputable off-campus rental companies for nearly 30 years. The hundreds of testimonials from happy tenants and parents/guardians are proof of this commitment. You can read through many of these testimonials, unedited, at [this link](#).

2. Utilities Included for All Units

With our units, the monthly rent price for each unit includes gas, electric, water, and sewer. All 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 current unit availability and pricing. To schedule a showing, please call me, George Kanellopoulos, at 614-226-4134. I am available 7 days a week between the hours of 10:00am and 10:00pm, including holidays. If I am unable to answer your call, please leave a message with your name, phone number, and the unit(s) you are interested in, and I will call you back as soon as possible.

In lieu of a showing, you can [CLICK HERE](#) to view extensive pictures of each unit in our portfolio that were taken right before the current tenants moved in, as well as PDF floor plans with detailed measurements.

By considering these pictures and floor plans in addition to our great reputation and other provided information, you have the option to lease a unit without an in-person showing. Of course, you can always drive or walk by any unit during the day or night, but with respect for the safety and privacy of our residents, please do not knock on 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 they had a showing or not.

4. Signing a Lease!

Our units are some of the most desirable in the off-campus area, and as a result, they can 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 GeorgeK@OSUproperties.com with the following information:

- The specific property and unit you want to rent.
- The full legal name, email address, and phone number of **each** prospective tenant in your leasing group. **Please CC all tenants on your email.**
- A clear designation of which prospective tenant will be the “**primary tenant**” in the leasing group. The primary tenant will be our first point of contact for any communication during the leasing process and in the future if your lease is finalized.
- The full legal name, email address, and phone number of **each** prospective tenant’s **guarantor**. A guarantor is the person, commonly a parent or guardian, who will be guaranteeing a single tenant’s obligations under the lease agreement. Our lease requires one guarantor for each tenant. **Please CC all guarantors on your email.**

Take care to ensure the information provided is 100% correct, **especially email addresses**, and be sure to CC all tenants and guarantors on your email.

We will notify you promptly if the unit is still available, since sometimes a group may have already applied before we can update our website (although we do try to update our website daily). If the unit is available, expect to receive a separate email with the formal leasing instructions. If the unit is not available, we will ask you for your second choice, if you have one.

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 his or her leasing documents, the unit will be released from your priority and made available to the next group in line.
- **Rental Applications:** Each prospective tenant will be emailed a link to fill out a rental application electronically through 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 be emailed a separate link to sign the lease agreement through DocuSign. The lease agreement is a completely separate document from the rental application.

- **Guaranty Forms:** Each prospective tenant's guarantor will be emailed a link to complete a guaranty form through DocuSign. Note that guarantors must provide employment and/or income information.
- Your leasing group will have **24 hours** from the time we send the leasing instructions to complete your rental applications and guaranty forms, and sign the lease agreement.
- An approval decision will be sent in a separate email **within 72 hours** after completion of all applications and guaranty forms, and signing of the lease agreement.
- **Security Deposit:** If your group is approved for tenancy, a security deposit equal to one month's rent must be paid electronically within **24 hours** from approval. Our online platform can accept e-checks and card payments. The leasing instructions and approval email will outline how to pay the security deposit in detail.

5. Thank You!

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

Sincerely,

George Kanellopoulos and the OSU Properties Team
614-226-4134
georgek@osuproperties.com