

South Campus Quarter

August 2017 Move-In Information

Welcome to South Campus Quarter! The information provided below is designed to help your move-in process go smoothly. If you are a current or returning tenant, please review the sections that pertain to you. All documents referenced are also available on our website. If you have any questions, please contact the office at 513-523-1647 or office@southcampusquarter.com.

Move-In Date

- Your lease begins on **August 21, 2017**. Please call 513-523-1647 to schedule an appointment to pick up your keys. We will be available Monday through Friday, 9:00 am to 5:00 pm, and Saturday and Sunday 12:00 pm to 4:00 pm for move-in appointments. All appointments must be made at least **24 hours** in advance.

Payment

- Fall Semester rent is due on **August 1, 2017**. You will not be permitted to pick up keys if either your or your roommates' rent is not paid. You may mail payment to: **South Campus Quarter, P.O. Box 622, Hamilton, OH 45012**. We are including return envelopes for both the first and second semester rent payments.
- If you are using **Financial Aid** to pay your semester rent and need extra time to allow for disbursement of your funds, you must obtain written approval from South Campus Quarter. We must receive official written documentation from your financial institution **prior to July 20, 2017**. Once we've received documentation, we will provide you with a Financial Aid Rent Payment Addendum to sign and return to our office within 48 hours. *Failure to complete this process will result in South Campus Quarter being unable to grant extra time for rent payment.* Please note that financial aid extensions apply only to tenants paying the full semester rent (not monthly payments). Prior tenants of South Campus Quarter must re-apply each year for the deferment.

Utilities

- Tenants are required to set-up the utilities in their name starting on or before their move-in date. Written proof of transfer must be shown before any keys will be issued. See the Utility Information page for more information.

Parking

- **Campus Courts, Bern Street, and 308 S. Campus Ave. Apartments:** Tenants must obtain a valid parking permit to park in their designated lot. Please review our Annual Parking Registration & Lottery Form and Parking Rules and Regulations for a complete explanation of the procedure. **Parking forms must be returned by August 1, 2017 or you will forfeit your free spot.** Towing of the lots will be suspended during move-in, with the exception of the maintenance only parking spaces and fire lanes. You will be notified when towing resumes.
- **Campus Commons Duplexes:** Parking in front of Campus Commons on Rose, Bern, Poplar, and Wooster streets is 24/7 City of Oxford Residential Permit Parking (RPP). You must have a valid permit to park here at any time. See the Campus Commons Parking Information page for more information.

Move-in Inspection Sheet

- When you are issued keys for your residence, we will give you a Move-in Inspection Checklist. Please complete and return the Move-in Inspection Checklist within 10 days of the first person picking up keys. Any forms turned in after 10 days will be considered invalid.