

South Campus Quarter

August 2020 Move-In Information

Welcome to South Campus Quarter! The information provided below is designed to help your move-in process go smoothly. 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 & Key Pick-up

- Your lease begins on Monday, August 17, 2020 at 9 am, however due to Miami shifting the start date of classes, **you may move-in to your unit as early as Wednesday, August 12, at no extra charge.**
- Due to the COVID-19 pandemic, **we are asking that one Tenant from each property pick-up the keys and move-in documents** for all tenants in the unit. Please determine among yourselves whom this person will be and **call 513-523-1647 to schedule the key pickup appointment.** 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, 2020**. You will not be permitted to pick up keys if either your or your roommate's 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, 2020**. 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, 2020 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 by August 24. Any forms turned in after August 24 will be considered invalid.