

South Campus Quarter

January 2018 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

- Our office will be open starting **January 2, 2018** for key pick up appointments. Please call 513-523-1647 to schedule an appointment. We will be available Monday through Friday, 9 am to 5 pm, Saturdays by appointment only. All appointments must be made at least **24 hours** in advance.

Payment

- Spring Semester rent is due on **January 1, 2018**. 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**. *If mailing a check it must be received at the office prior to key pick up. Because of the holidays, please allow for extra processing time at the post office.*
- 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 December 15, 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 December 15, 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.