

South Campus Quarter

Summer 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

- Your lease begins on **May 29, 2017** (or as stated in your lease). Please call 513-523-1647 to schedule an appointment to pick up keys. We will be available Monday through Friday, 9:00 am to 5:00 pm, and Saturday and Sunday by appointment only. All appointments must be made at least **24 hours** in advance.

Payment

- Summer rent is due on **May 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.

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. You may also want to set up internet and cable TV service. See the [Utility Information](#) page for more information.

Parking

- **Campus Courts, Bern Street, and 308 S. Campus Ave. Apartments:** There is no cost for summer parking, but you still need to register your vehicle by returning the [Annual Parking Registration & Lottery Form](#). Once you turn in your form you will NOT need to turn it in again for the school year parking permit lottery. Winners will be announced after **August 1, 2018**. Please review [Parking Rules and Regulations](#).
- **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. Because the City of Oxford issues new annual permits beginning on July 1, you will not be able to obtain a permit from the City prior to this date. If you need street parking before this time, please check with the office; we may have some passes from prior tenants that you may be able to transfer. The City will not issue new passes without the old pass being turned in, and will not issue replacements for lost or stolen passes.

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.