

# South Campus Quarter

## May 2017 Summer Storage Instructions

Summer is approaching and you have signed up for summer storage. Please carefully review the information below regarding summer storage procedures. As always, please feel free to call the office with any questions.

### Check-out Procedure

- Your lease ends on **Monday, May 15, 2017 at 10:00 am**, and Summer Storage begins. If you do not vacate your residence, you will be charged a fee of \$100 for each additional day you remain.
- Lock all doors and windows and return all applicable keys (bedroom, entry, and mailbox) and garage remotes to the South Campus Quarter office in the envelope provided. *Any keys not returned will be subject to a (minimum) \$80 fee as noted in the lease agreement.*
- **Take all valuables with you.** SCQ is not responsible for any lost, stolen, or damaged items per your lease and suggests you obtain renters insurance if you have not done so already.
- Include [Forwarding Address and Key Return form](#) with keys. Fill out entire form with the exception of the Keys Returned section which SCQ staff fills out. Bedroom number is located on the edge of the bedroom door by door hardware.
- For security, all locks will be changed during the summer. **You will need to pick up keys and go through the move-in process when you return in August.**
- Forward or hold your mail with the [US Postal Service](#). Any mail delivered at your unit will not be forwarded by our office.

### Payment

- Summer storage payments are due on **May 1, 2017**. You may mail payment to: **South Campus Quarter, P.O. Box 622, Hamilton, OH 45012.**

### Utility Information

- Transferring utilities back into the landlord's name is optional. South Campus Quarter will not be responsible for any utility bills that are not disconnected upon your vacating the unit. **Service must remain in tenant's name until lease end date, or until all tenants have vacated the property.** See the [Utility Information](#) page for more information.
- South Campus Quarter will not be responsible for returning any cable/internet equipment left in the unit after it is vacated.

### Thoroughly clean unit

- Remove all perishable foods from the unit. **Remove all items from the refrigerator, turn it off, and prop the doors open** to prevent mildew or odor.
- Sweep and mop floors, vacuum carpets. Wipe down counters, cabinets, and appliances.
- Sanitize sinks, tub, shower, and toilet, leaving toilet seat up.
- Tenants are NOT to store any items that are a risk to the property or any person. See your storage addendum for further information.