

# South Campus Quarter

## May 2017 Move-out Instructions

As the term of your lease comes to an end we would like to make you aware of the procedures associated with moving out of your apartment. Please carefully review the information below and contact our office with any questions.

### Check-out Procedure

- Your lease ends on **Monday, May 15, 2017 at 10:00 am**. If you do not vacate your residence, you will be charged a fee of \$100 for each additional day you remain.
- To accommodate moving vans and extra vehicles, we will temporarily suspend towing during move-out weekend. Do NOT drive or park vehicles on any lawn. *Vehicles will still be towed if parked in maintenance only spots and/or fire lanes.*
- Lock all doors and windows and return all applicable keys (bedroom, entry, mailbox, building) 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.*
- 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.
- Campus Commons tenants should return their City of Oxford Residential Parking Permits with their key envelope or return directly to the City of Oxford Parking office.
- Forward your mail with the [US Postal Service](#). Any mail delivered at your unit will not be forwarded by our office.
- **Turning in your keys surrenders the property to South Campus Quarter.** Be sure that all items have been removed from the property. **Any contents left behind will not be stored or forwarded to you.**

### Utility Information

- **Tenants are required to disconnect all utilities.** 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 contact information.
- **Return all cable/internet equipment.** South Campus Quarter will not be responsible for returning any equipment left in the unit after it is vacated.

### Security Deposit Return

- Security deposits will be mailed within 30 days in accordance with Ohio Tenant Law to the address on your Forwarding Address form.
- Enclosed is a Move-out cleaning checklist. **Failure to adequately clean the unit will result in deductions from your security deposit.**
- Do NOT leave unwanted items in your residence or common areas. Dumpsters are provided for Campus Courts and Bern St. apartments. Campus Commons tenants should leave their unwanted items curbside.
- Donating used items: Please visit [www.sharefestoxford.com](http://www.sharefestoxford.com) for information on donating food, small appliances, clothing, and furniture to local individuals in need through ShareFest.