

# South Campus Quarter

## 2018 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 21, 2018 at 1:00 pm**, 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.*
- Include [Security Deposit Forwarding Address and Key Return form](#) with keys. Complete the entire form. 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, 2018**. 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.

### Unit Preparation

- **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.*
- 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 to follow summer storage addendum requirements including but not limited to: not store any items that are a risk to the property or any person, remove all valuables, store only personal property owned by tenant (storing non-tenant items are a violation fee of \$500 at minimum), no right to access property unless granted by SCQ, and consent to inspection of the property. **See your storage addendum for complete details.**