

South Campus Quarter

2019 Summer Storage Instructions

This document is intended for tenants who have 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 20, 2019 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 including checking *Summer Storage Only (no Security Deposit returned)* box under Security Deposit Forwarding Address section. Bedroom numbers are located on the edge of the bedroom door by the door hardware.
- For security, all locks will be changed over 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, 2019**. 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 as stated in your lease agreement 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 storing any item that is a risk to the property or any person, removing all valuables, storing only personal property owned by the tenant (storing non-owned tenant items is a \$500 minimum violation fee), no right to access property unless granted by SCQ, and consent to inspection of the property. **See your storage addendum for complete details.**