

South Campus Quarter

December 2022 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

- Single semester leases end on **Monday, December 12, 2022 at 1:00 pm**, unless stated otherwise in your lease. Tenants who are subletting must vacate their unit at least 24 hours prior to the other party taking possession to allow SCQ time to perform a move-out inspection. 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 [Security Deposit Forwarding Address and Key Return form](#) with keys. Complete the entire form. Bedroom numbers are 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

- **Utilities in vacating tenant's name must be transferred to another tenant on the lease, except for single semester leases, which may be disconnected.** South Campus Quarter will not be responsible for any utility bills that are not transferred. **Tenants will be charged for any damages that occur as a result of utilities being shut off or cancelled.** See the [Utility Information](#) page for more 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

- For single semester leases or if you are a sublessee for fall semester, your Security Deposit will be mailed within 30 days of lease end. If you are subletting your unit next semester, your Security Deposit will be returned within 30 days of Spring rent being paid in full.
- Security deposits will be mailed to the address on your [Security Deposit Forwarding Address and Key Return form](#). If no address is provided, then SCQ will use your permanent address on file.
- 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 308 S. Campus, Campus Courts and Bern St. apartments. Campus Commons tenants should leave their unwanted items curbside.