

South Campus Quarter

December 2023 Move-out Information

South Campus Quarter would like to wish you well in your future endeavors. Please carefully review the move-out information and contact our office if you have any questions. We hope you enjoyed your time with South Campus Quarter; please consider leaving us a [google review](#).

Check-out Procedure

- Single semester leases end on **Monday, December 18, 2023 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.
- **Towing will be suspended during move-out weekend**, at Campus Courts and Bern St. Apartments, to accommodate moving vans and extra vehicles. 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](#). South Campus Quarter does not forward mail.
- Use the Move-out cleaning checklist. **Adequately cleaning the unit prevents security deposit deductions.**
- Be sure that ALL items have been removed from the property. **Any items left behind will not be stored or forwarded to you.** Dumpsters are provided for Campus Courts, Bern Street, and 308 S Campus Ave Apartments. All other tenants should leave their unwanted items curbside. Upholstered items and mattresses left curbside must be wrapped in plastic.
- **Consider donating unwanted items:** Goodwill, local food pantry, and Oxford Neighborhood Share are possible options.

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 Forwarding Address form. If no address is provided, then SCQ will use your permanent address on file.