

South Campus Quarter

End of Summer 2022 Move-out Letter

South Campus Quarter would like to wish you well in your future endeavors. Please carefully review the move-out information below 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 Instructions

- Your lease ends on **July 31, 2022 at 1:00 pm for 308 S Campus Ave Tenants** or **August 1, 2022 at 1:00 pm for summer term rentals**. If you do not vacate your residence, you will be charged a fee of \$100 for each additional day you remain.
- **Towing will be temporarily suspended**, 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, and 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.
- 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 contents left behind will not be stored or forwarded to you.** Dumpsters are provided for Campus Courts, Bern St, 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 accepting items

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 the tenant's name until the lease end date, or until all tenants have vacated the property, whichever comes later.** 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 of lease end in accordance with Ohio Tenant Law to the address indicated on your Forwarding Address form. If no address is provided, then South Campus Quarter will use your permanent address on file.