

# South Campus Quarter

## Security Deposit Forwarding Address and Key Return

TENANT NAME (Print Legibly): \_\_\_\_\_ Date: \_\_\_\_\_

UNIT (**Check (v) unit**, include apartment number or street address, **and circle bedroom occupied.**):

**Bedroom numbers are located on edge of bedroom door by lock hardware**

Campus Courts Apartments (Apt #): \_\_\_\_\_ **Bedroom: #1 (Front) #2 (Back)**  
Non-remodeled (1-24): 3 Keys: Electronic, Entry, Mailbox  
Remodeled (25-48): 2 Keys: Electronic, Mailbox

Bern St. Apartments (Apt #): \_\_\_\_\_ **Bedroom: #1 (Front) #2 (Back)**  
Apartments (1-8): 2 Keys: Entry, Mailbox  
Apartments (9-12): 3 Keys: Electronic, Entry, Mailbox

111 Bern Street **Bedroom: #1 (Front) #2 (Side) #3 (Back)**  
1 Key: Entry

530 S. Campus Ave **Bedroom: #1 (Front LL) #2 (Back LL) #3 (Right UL) #4 (Left UL)**  
1 Key: Entry

308 S. Campus Ave Apartments (Apt #): \_\_\_\_\_  
1 Key: Entry

Commons (Street address): \_\_\_\_\_ **Bedroom: #1 #2 #3 #4**  
1 Key: Electronic, Garage Remote, City of Oxford RPP (Permanent & Guest)

**SECURITY DEPOSIT FORWARDING ADDRESS (Check (v) option that applies):**

Use **Permanent Address** on file OR  Use **NEW Address** listed below (Print Legibly):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**By returning my keys any contents left behind is considered abandoned and will not be stored or forwarded to me by South Campus Quarter.**

**Summer Storage Only (no Security Deposit returned)**

**SIGN:** \_\_\_\_\_

*Tenant Signature*

**Date:** \_\_\_\_\_

**Comments:**

**Received in office:** (To be completed by office staff only)

All Keys Returned: Yes:  No:

Electronic: \_\_\_\_ Entry: \_\_\_\_ Mailbox: \_\_\_\_ Garage Remote: \_\_\_\_ Permanent RPP: \_\_\_\_ Guest RPP: \_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Recorded: \_\_\_\_ Staff: \_\_\_\_\_

*Office Staff*