

South Campus Quarter

TENANT MOVE-IN PACKET 2011-2012 School Year

The information listed in this packet is meant to be a brief overview of some important details you need to know about living at South Campus Quarter. In some cases, information listed here may differ from your individual lease. If this is the case, the dates, payment arrangements, etc. that are listed in your signed lease agreement will be what applies to your situation.

For more information, please refer to your South Campus Quarter lease.

South Campus Quarter Office Information

Address: 131 E. Spring Street, Oxford, OH 45056

Phone: (513) 523-1647 (Leave a message with answering service if no one is in the office)

Fax: (513) 280-6114

Hours: Monday – Friday 1:00-5:00 p.m. Saturday 11:00 a.m. – 3:00 p.m.

Appointments available by request

Closed holidays and during most Miami University closings

Website: www.southcampusquarter.com

Email: info@southcampusquarter.com

maint@southcampusquarter.com

First Financial Bank Information (Property Management)

Address: 300 High Street, Hamilton, OH 45011

Phone: (513) 867-5522

Fax: (513) 867-4386, ATTN: Real Estate Department, South Campus Quarter

Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Closed holidays

Rent Payment

Unless otherwise stated in your lease, rent will be due by **August 1, 2011** for the fall semester, and by **January 1, 2012** for the spring semester.

Fees can be paid by check or money order.

Checks should be made payable to: **South Campus Quarter**

Payment can be dropped off in the rental office at 131 E. Spring Street or mailed to:

South Campus Quarter
c/o First Financial Bank – Wealth Management Group
Real Estate Department
P.O. Box 925
Hamilton, OH 45012

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Utilities Information

All utilities must be transferred into the tenant's name before we will issue any keys. It is the tenant's responsibility to have utilities transferred back to the landlord's name after vacating the property.

Electric — Duke Energy *(Applies to all properties)*

Accounts can be set up over the phone or online.

- Phone: 1-800-544-6900
 - Enter the following key sequence:
3 (start, stop, transfer) 2 (existing building) 2 (new service) 3 (resident)
- Website: www.duke-energy.com

Gas — Glenwood Energy *(Applies to Bern Street Apartments and 111 Bern St.)*

Accounts must be set up in person at their office.

- Address: 5181 College Corner Pike, Oxford, OH 45056.
- Phone: (513) 523-2555
- Website: www.glenwoodenergy.org

Water/Sewer/Trash — City of Oxford *(Applies to Campus Commons and 111 Bern St.)*

Accounts must be set up in person at the Utility Office of the Municipal Building.

- Address: 101 E. High St., Oxford, OH 45056.
- Phone: (513) 524-5221
- City of Oxford website: www.cityofoxford.org
 - Direct link to page containing information and application for setting up utility service: <http://www.cityofoxford.org/Page.asp?NavID=873>

Required Utilities

Campus Courts: electric

Bern Street: electric, gas

308 S. Campus Ave: electric

111 Bern St: electric, gas, water/sewer/trash

Campus Commons: electric, water/sewer/trash

Cable/Internet (Optional)

Time Warner Cable offers a variety of TV, internet, and phone services.

- Phone: (800) 866-9767
- Website: www.timewarnercable.com

Cincinnati Bell offers high-speed DSL internet service.

- Phone: (513) 565-2210
- Website: www.cincinnati-bell.com

Miami University guide for high-speed internet service.

- Website: <https://ithelp.muohio.edu/selfservice/rassp/KPListing/view2.jsp?k2dockey=041106013175443@kpol17&showbuttons=true&dontlog=false>
- Miami IT department phone: (513) 529-7900.

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Maintenance Requests

It is the responsibility of the tenants to keep the premises in good, clean, working order. If a maintenance need should arise, contact us 24/7 to file a maintenance request at (513) 523-1647 or email maint@southcampusquarter.com. Requests will be handled on the next business day unless it is an emergency. **Emergency maintenances should be reported immediately to (513) 523-1647.**

Dates to Remember

FALL 2011

August 1:	First semester rent due
August 18:	Fall 2011 move-in
August 22:	Classes begin
September 1:	Deadline for lease renewal to guarantee continued occupancy for next year
October 14-16:	Fall break
December 9:	Classes end
December 16:	Final exams end, December commencement ceremony
December 19:	Fall 2011 move-out date (applies to 1st semester rentals only)

SPRING 2012

January 1:	Second semester rent due
January 3:	Spring 2012 move-in (applies to new tenants only)
January 9:	Classes begin
March 4-11:	Spring break
April 27:	Classes end
May 1:	Summer rental, storage payments due
May 4:	Final exams end
May 5-6:	Commencement weekend
May 9:	Spring 2012 move-out date

SUMMER 2012

May 14:	Summer classes begin
August 4:	Summer classes end
August 6:	Summer rental move-out date (applies to tenants not staying next year)

Important Phone Numbers

South Campus Quarter Office:.....	(513) 523-1647
First Financial Bank (Property Management):	(513) 867-5522
Duke Energy (Account info, billing):	(800) 544-6900
Duke Energy (Reporting outages):	(800) 543-5599
Time Warner Cable (Order by phone):	(800) 866-9767
Time Warner Cable (Customer service):	(800) 677-9767
Glenwood Energy:	(513) 523-2555
Glenwood Energy (Emergency number):	(513) 523-5050
City of Oxford Utilities (water/sewer/trash):	(513) 524-5221
Oxford Police Department:	(513) 524-5240
American Towing and Recovery:	(513) 895-9800

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Important Rules to Remember

For a complete list, see the “Rules and Regulations” section of your Lease Agreement.

Please report routine maintenance and minor repairs to the office at (513) 523-1647 or email maint@southcampusquarter.com. **Emergency maintenances should be reported immediately to 513-523-1647.** Emergencies include fire, flood, electrical shortages, and sewer backups. Any maintenance problem not reported immediately, causing excessive damage, will be the tenants' responsibility, and the tenants will be billed accordingly.

Tenants must dispose of all rubbish, garbage, and other waste in a clean, safe, and sanitary manner. Garbage should be properly enclosed and placed within a dumpster [trash can at Campus Commons]. Tenants agree to keep the premises free of all debris, including but not limited to paper cups, plastic cups, bottles, and metal containers. If trash is left outside the dumpster (or trash can) a fee of \$100/occurrence will be charged.

Grills, tiki torches, fire pits, and any open outdoor flames must be at least 10 feet from the buildings, and are not allowed on balconies. Campus Courts and Bern Street Apartments only allow grilling in the courtyard area.

Quiet Hours

“Tenants shall use the Premises as a residential dwelling; thus, Tenants shall not disturb nor annoy other residents of the South Campus Quarter community or the neighborhood, and shall refrain from making or causing to be made excessively loud noises at any time, but especially between the hours of 11:00 p.m. and 7:00 a.m.”

South Campus Quarter has quiet hours from **11:00 p.m. to 7:00 a.m.** every day of the week. Music, televisions, stereos, etc. should not be excessively loud or disrupting to other tenants during this time. Tenants will be given a warning if they are in violation of quiet hours. “If Tenant continues with disturbances, Tenant will be subject to eviction.”

In addition, the lease states that tenants are to “peaceably and quietly occupy” the premises. Please be considerate of your neighbors at all times, and refrain from causing excessive noise or disturbance.

To report an issue regarding noise, please call our office at (513) 523-1647 and provide a description of the disturbance.

Pets

No pets or animals will be permitted on the premises at any time. Tenants' violation of this provision will result in: (a) an immediate violation fee of one hundred (\$100.00) dollars, plus ten (\$10.00) dollars per each day the pet remains on the premises; (b) additional charges, as determined at Landlord's sole discretion, to cover damages or destruction due to pet urine, feces, floor repair, flea extermination, etc; (c) forfeiture of tenants' security deposit, and (d) at landlord's discretion, eviction or other remedies permitted under the Lease or by law.

Updated: 10/6/2011