

South Campus Quarter

Oxford, OH
July 2011

To South Campus Quarter Tenants:

We understand that moving into a new place can be stressful. With this in mind, we have prepared the following letter to hopefully answer the majority of your questions. While this letter is primarily intended for our new Tenants, returning Tenants may find the information, particularly the contact numbers, helpful as well. If you have any questions after reading this letter, or about something that wasn't covered, please don't hesitate to contact the office.

South Campus Quarter Office

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)

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

- ❖ **During Move-in Days (August 18 – August 22) the office will be open from 11:00 a.m. to 4:00 p.m.**

Information regarding Rent:

- **Rent is due August 1, 2011**, unless otherwise stated in your lease. We do, however, have a grace period of five days. A \$25 per day late fee will be charged for days outside this grace period. This fee is waived for students waiting on student loans. Please make checks 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

- **Rent for Second Semester is due January 1, 2012**, unless otherwise stated in your lease. It is your responsibility to provide payment for rent on time.
- If you are using **Financial Aid** to pay your rent, we must receive official written documentation from your financial institution **prior to August 1, 2011**. If we do not

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receive written notice, and you have not made approved alternative payment arrangements with our office, late fees will be applied.

Information regarding Parking:

- For Campus Courts and Bern Street Apartments, there is only one free parking spot per apartment. Tenants will need to decide between themselves who will take the free parking space, and indicate their decision by returning the **Parking Registration Form**. After you have registered, you will be given a sticker to place in your car which allows you to park in the lot without being towed. **Towing of vehicles will begin August 30, 2011**. If neither Tenant claims the spot it will become available in the Campus Courts/Bern Street Apartment Lottery.
- **Parking stickers are only valid as long as you are a tenant with South Campus Quarter**. All parking stickers expire in mid-August. Both new and returning tenants must apply for a new sticker each school year.
- If you would like an additional parking space, you can enter the Campus Courts/Bern Street Apartments Lottery. In order to enter, fill out the **Lottery Application Form** (The same form as the Parking Registration Form) and return to us by **August 1, 2011**. You will then be entered in the drawing. There is a fee of \$150 for the extra parking space. You will not be billed unless you are a winner in the lottery.

Information regarding Utilities:

- **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.
- **For All Properties:** You will need to contact **Duke Energy** to have the electricity put into your name. 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
- **For Bern Street Apartments & 111 Bern St.:** You will need to contact **Glenwood Energy** to have the gas put into your name. Accounts must be set up in person at their office. **Attention:** Glenwood Energy has a number of requirements when setting up service. Please visit their website for details.
 - Address: 5181 College Corner Pike, Oxford, OH 45056.
 - Phone: (513) 523-2555
 - Website: www.glenwoodenergy.org
- **For Campus Commons and 111 Bern St.:** You will need to contact **City of Oxford** to put water, sewer, and trash into your name. 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

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- Direct link to page containing information and application for setting up utility service: <http://www.cityofoxford.org/Page.asp?NavID=873>
- **Cable and Internet** are optional. If you are interested in setting up cable and internet, you may find the following resources helpful.
 - **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** also provides a 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.
 - **Please Note:** If any drilling is required for the installation of cords or cables, you must receive approval from the office or you will be held responsible for the wall damage.

Information regarding Lease Renewal:

- Your lease will not automatically renew. If you plan on renewing your lease for the 2012-2013 school year you must execute a new **Agreement of Lease** prior to **September 1, 2011**. If a new agreement is not signed by this date, continued occupancy cannot be guaranteed. A new deposit is due at signing.

If you have any questions, please contact us at the South Campus Quarter Office (Information listed above) or at First Financial Bank (Property Managers), Phone: (513) 867-5522, Monday-Friday 8:00 a.m. to 5:00 p.m., Fax: (513) 867-4386, ATTN: Real Estate Department, South Campus Quarter. If you leave a message, please include your name, apartment number, and the reason for your call.