

## SOUTH CAMPUS COMMONS

# SAME BED INSTRUCTIONS

MAY 1, 2017

## Staying Over The Summer?

Residents who have renewed their current leases for the exact same bedroom for the 2017-2018 lease year do not have to move out, but must adhere to all Summer Transition instructions by July 31st (through August 20th). If you are leaving for an extended period prior to July 31st, you will want to make arrangements to adhere to the guidelines in this newsletter before your departure.

If you have any questions, please contact the SCC Management Office by calling (301) 314-2499 from 9:00am – 5:00pm. Have a great summer!



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## SUMMER TRANSITION CHECKLIST

Please utilize the following checklist to prepare your apartment for the Summer Transition Period:

- ◇ All kitchen items must be in cabinets.
- ◇ Only the top shelf of the refrigerator can be used. The rest of the fridge must remain empty so that staff can clean the fridge. Once the fridge is cleaned, it must remain clean.
- ◇ The sink, stove, and counter tops must be free of personal items.
- ◇ Keep the cabinets under the kitchen sink empty to permit maintenance access to this area.
- ◇ All personal items in the bathroom must be off countertops, the sink, and the floor. Items cannot be stored in bathroom cabinets or medicine cabinets. All bathroom items should be stored in the individual bedroom.
- ◇ No personal items can be kept in the bathtub/shower.
- ◇ The shower curtain can remain in the bathroom.
- ◇ In the common areas, all non-furniture items must be stored in your bedroom.
- ◇ Remove items from common area walls.
- ◇ Residents may not store any personal items in the common area.
- ◇ Residents are not allowed to store furniture or possessions of those not on the current lease term in the bedrooms/bathroom.

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## WHAT IS THE SUMMER TRANSITION PERIOD?

The Summer Transition Period occurs from July 31st at noon through 8:00am on August 20th. During this 3-week period, facilities, maintenance, and housekeeping staffs work to prepare empty bedrooms for new residents. As a same-bed resident, you have the benefit of remaining in your bedroom instead of having to completely move-out of your apartment during this time frame. However, you are required to prepare your apartment according to the checklist in this newsletter so that inspections and all work can be completed in bedrooms and apartments.

Occupied bedrooms will not be cleaned or painted. But, the common areas of partially occupied apartments will be painted.

Staff will enter apartments between the hours of 8:00am and 8:00pm to perform inspections and maintenance.

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## PREPARING FOR A NEW ROOMMATE(S)

Please remember to clean your refrigerator before new residents arrive to promote a comfortable living environment for all occupants. Staff will not clean the refrigerator.

There should be empty cabinet space in the kitchen and bathroom for a new resident to unpack and store items.

On August 20, move all personal belongings and furniture back to their original places. Items can be placed on countertops, walls, and floors.

Ensure that there is ample space for new a resident(s) to move into the kitchen, living room, and bathroom.

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## WHAT EXACTLY DOES THE LEASE SAY ABOUT THIS?

*Section 15 of the Lease Agreement is copied and provided below for reference.*

**Lease Transition Period.** Tenant shall be permitted to remain in possession of the Premises for the period between the Lease Termination Date and the commencement of the new academic year (roughly, August 1 to August 20) (the "Lease Transition Period"), provided Tenant executes on or before the Lease Termination Date a new Lease for the same Premises for the new academic year (the "New Lease").

All terms, conditions, rules and regulations contained in the previous Lease shall remain in full effect during the Lease Transition Period.

During the Lease Transition Period, tenant agrees that the Landlord, its agent or representative, or University staff may enter the Apartment Unit and Premises between the hours of 8am and 8pm daily for the purposes of making inspections, and repairs, decorations, alterations or improvements to retrieve stolen furniture or property, to supply services and/or to exhibit same to prospective lessees, any transfer of the New Lease shall be subject to the requirements of paragraph 16 herein.

In addition, if Tenant transfers the New Lease during the Lease Transition Period, Tenant must move-out of Apartment Unit within twenty-four (24) hours of notification of New Lease transfer to management, and Tenant shall pay Landlord a pro-rata per-day rental charge based upon the number of days Tenant resided in Apartment Unit during the Lease Transition Period. The pro-rata per-day rental charge shall be determined based upon the Tenant's Unit Type and the base rent charge thereof as stated on the New Lease.

Tenant must a) maintain a zero account balance during Lease Transition Period; b) be responsible for common areas, refrigerator transition preparation and complying with all conditions contained in the lease confirmation form.

## **DO I HAVE TO PREPARE MY APARTMENT?**

Unless every resident in your apartment chose to same-bed for 2016-2017, which means no one new is moving in, you are required to prepare your apartment. With one, two, or three new residents moving in, South Campus Commons staff will enter the apartment to clean, paint, and complete work orders in preparation for the new resident.

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## **WHY DID I GET CHARGED FOR DAMAGES?**

When any resident moves out of an apartment, the bedroom and common areas are inspected for damages. If there are common area damages, all residents of the apartment are financially responsible for the damages. If a specific resident is responsible for the damage(s), they should fill out the Damage Responsibility Form at [www.southcampuscommons.com](http://www.southcampuscommons.com), under Account management, then Financial Appeals. Completing this form is the only way common area charges will be designated to one account.

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## **DO I NEED TO TURN IN MY KEYS OR CHECK OUT?**

As a same-bed resident, you have continual access to your apartment. You should NOT return your keys to the Service Desk if you choose to be away from South Campus Commons. If you return your keys to the Service Desk and officially check out of your apartment, you will not be able to pick up your keys until August 22nd.

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## **STILL HAVE QUESTIONS?**

There are many resources at your disposal to help you understand the Summer Transition Period.

- ◇ Contact the Leasing Office, located in Building 6, at:  
301-226-8001 or [southcampuscommonsleasing@cocm.com](mailto:southcampuscommonsleasing@cocm.com)
- ◇ Contact the Management Office, located in Building 1, at:  
301-314-2499 or [southcampuscommons@cocm.com](mailto:southcampuscommons@cocm.com)
- ◇ Review your Lease Confirmation Form you received when signing your electronic same-bed lease.
- ◇ Refer to your Lease Agreement for 2016—2017. A sample lease can be found online at [www.southcampuscommons.com](http://www.southcampuscommons.com).