

MOVE IN INSTRUCTIONS 2026

Dear Tenants (and Guarantors),

We are excited to have you begin your upcoming lease. Hopefully, this will ease your transition and address most of your questions. It is very important that you read ALL this information so there is no delay in your move in.

Most of our properties are well maintained and updated. Some are older. They are all rented "AS IS" in the same condition as when the lease was signed, and any updates (including repainting) will be done at the Landlord's sole discretion.

This letter serves as additional "bullet points" about your lease to help with questions that you may have. There is also a sample lease on the website, which may not be an exact version of your lease as each property can have slightly different terms. If you want an additional copy of your executed lease, then please send an email. **We require ALL correspondence to be done in writing by email or other written correspondence to office@oxfordrentalproperties.com.** We try to overly communicate with Tenant and Guarantors as to everyone's responsibilities.

We find that this is accomplished by being upfront and specific as to everyone's rights and responsibilities. We will respect you and your privacy, and we expect you to respect our houses. You should treat it as if it were your own house or your parents' house. Our documents have evolved over two decades. They may seem onerous and lengthy, but the provisions/terms have each come from some issue that has arisen over that time and they are there for your understanding and our mutual protection. We have consistency within our leases to avoid misapplication of so many different properties. We are involved with several hundred tenants each year, but we rarely, if ever, have to pull a lease out of the file and contact parents, guarantors, assess fines/penalties or engage legal counsel. What you should take from this is that once you move in and occupy the property you will find it in an above average, well-maintained condition with attention to substantive concerns. We will attempt to inspect the property every 30-45 days to ensure the filters are changed. We will make at least two (2) scheduled inspections per semester to check on any maintenance issues, cleanliness, and damage. **It is still your responsibility to report damages and repairs to office@oxfordrentalproperties.com** and submit a maintenance request on the resident portal.

Most of the following issues will never come up. However, there seems to be poor communication sometimes between Tenants and Parents. As long as you are aware of these potential issues you can address them and talk about them with each other. So, please forward this email to anyone who has signed a guaranty agreement or will help you pay Rent.

- 1) Ensure prompt payment of rent. You do not have the right to withhold rent except after 30 days of a material defect that has gone unrepaired *i.e.* no water, plumbing, air conditioning, etc. Most of you will be paying by monthly draft set up with our 3rd party vendor to insure collection and security. This company is called PayLease/Zego. Oxford Rental Properties, LLC operates as Landlord for several companies, so you may see another company name on your statement as the rent is auto drafted directly to the ownership entity. However, you are still responsible for verifying that your rent was taken out of your account, and it is YOUR responsibility to notify us if your rent has bounced or was not deducted. This will prevent unnecessary late fees.

- 2) You need to make sure the AC filters are changed monthly (failure to do so has caused HVAC units to break). If you are not able to change your own AC filter, or use a ladder when applicable, then you can have our maintenance crew do it for \$10 per month per filter which includes the cost of the filter(s). Please arrange with management on the front end.
- 3) Report to us by email any damage whether caused by the Tenant or otherwise. Generally, we can fix things cheaper than anyone else, and you could get ripped off if you have them call a local repairman.
- 4) WE DO NOT SET UP UTILITIES. You are responsible for setting up utilities from the day the lease starts on August 8, 2026, at 2:00 pm until 5 days after the lease expires. The Lease expires July 17, 2027, at 2:00 pm.
 - a. You will not be given keys if we find that ALL utilities are not turned on. Since the 8th is a Saturday, the utilities need to be turned on FRIDAY, August 7th. We will call Oxford Utilities and NE Power to confirm this is on FRIDAY, August 7th.
 - b. The utilities should be scheduled to turn off 5 days after the lease expires on July 17, which will be July 22, 2027. If you turn the electricity off when you leave, there will be a charge if we must turn the power on just to clean it. You are much better off scheduling the power to be turned off and leaving the Air Conditioning on 75 degrees and AUTO for 5 days after the expiration of your lease; A LIST OF UTILITY PROVIDERS AND GARBAGE PICK UP IS INCLUDED WITH THIS LETTER.
- 5) **The houses are Rented "AS IS, WHERE IS" and subject to all faults.** You are not buying them and do not get to create a "punch list" for us to fix as a condition of your moving in or the obligation to pay rent. All tenants had an opportunity to inspect the house before lease signing and if any items were requested to be fixed, they are noted in writing in the Lease. If the house was rented several months ago and you wait until move in week to decide that it's not the best spot or up to your standards, then you do not have to move in. However, you will be responsible for paying rent each month until you find a replacement tenant that is compatible with the remaining roommates. This is rare.
- 6) If you have any concerns that affect the entire house or the group, please leave it like it was and send an email that includes all of those involved and copy everyone on the concerns. This way we can communicate effectively with everyone. This also prevents redundant responses which will decrease our response time. We will not reply by phone as we are creating a written correspondence record for the owners.
- 7) Your lease term may or may not correspond with 1) your current or future lease terms, 2) the school calendar/EXAMS, OR 3) your vacation schedule. Please take note of the commencement date and termination date. These are very important dates and failure to abide by them could cost you as much as \$100.00 per day. Requests to stay longer or move in earlier are rarely able to be accommodated, but occasionally can be for a prepaid fee. This is because of the additional monies we must spend to expedite cleaning crews, maintenance, and other matters to turn the property over.

- 8) Any correspondence with a Guarantor will need to include the Tenant as well. We find that situations are better dealt with and resolved when all necessary parties are involved and part of the communication. We will not communicate with a parent or representative unless they are a party to the lease such as a Guarantor AND the Tenant is included in all communication. Unless it is a safety or privacy issue, we will copy all tenants so that there is a clear line of communication with all necessary parties involved.
- 9) We have the houses cleaned by a professional cleaning service. We estimate that 5,000 bedrooms “turn over” in the week before and the week after August 1. We bring cleaning crews in from out of state to accommodate a timely Move In. The houses will be swept, vacuumed or steam cleaned, and all kitchens, baths, and other areas will be cleaned. They may not be cleaned to your liking, and if there is a major issue that was missed then please notify us. However, if you don’t move in for several weeks after the house is cleaned, you can expect it to not be as clean as when the first Tenant moved in, as well as dust that accumulates from Move In traffic. We encourage you to consider having a regularly scheduled cleaning arranged with a 3rd party of your choice throughout the term. Minor cleaning issues will inevitably come up and you should be prepared to buy regular cleaning supplies for your house should you feel the need.
- 10) Trash Cans. You will be responsible for obtaining your own trash cans. The prior Tenants may leave them, but if not, you need to obtain a heavy-duty rolling trash can with a hinged lid. The City of Oxford does provide some trash cans. We find that it is best to put your address on them in case they are stolen, or the City of Oxford tries to assert a fine against you for your next-door neighbors trash.
- 11) Make sure before each holiday or break that the house is all locked up. Leaving lights/TV on or using light timers can be helpful to ward off potential break-ins. We will conduct inspections during breaks to make sure that the Cold Weather Instructions are being followed (see lease). We have made inspections during Holidays and found houses unlocked, trash cans on the street, and all the lights off. This makes your house a prime target for theft.
- 12) In a non-emergency situation, the absolute best way to contact us is by email or through your tenant portal using the app. Please put the property address in the subject line and attach a picture of the issue to help us figure out whom to send for repairs. The primary email is office@oxfordrentalproperties.com. The primary cell phone is 662.832.1474. **Please do not contact our property managers or employees after hours unless it is an emergency. In that case, you should first call the proper authorities. Our business hours are Monday -Friday, 8:30 am – 5:00 pm.** If you smell gas or have some issue causing immediate life threatening damage, please call one of the providers of services we have attached to this email.

We hope this gives you more information to plan your arrival and Move In. We look forward to a successful year. If you have any additional questions, please copy all your roommates and email us at office@oxfordrentalproperties.com.

Thanks!
Oxford Rental Properties

