

MOVE IN INSTRUCTIONS 2022

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 in the Landlord's sole discretion.

This letter serves as additional "bullet points" about your lease to help out 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. This year, we will be adding the rmResident App. You will receive an email with instructions. You will not be able to register until after your move in date because it only works for current tenants. **We want all maintenance requests done through the app to have a record of them in our system.** 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 over so many different properties. We are involved with several hundred tenants each year, but we rarely, ever, have to pull a lease out of the file and contacts parents, guarantors, assess fines/penalties or engages legal counsel. What you should take from this is that once you move in and occupy the property you will find them 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 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 in the rmResident app.**

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 be involved in helping you pay Rent.

- 1) Insure a 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. Oxford Rental Properties, LLC operates as Landlord for several companies so you may see another name on your statement as the rent is autodrafted 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 rmResident App 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 6, 2022 at 2:00 pm until 5 days after the lease expires. The Lease expires July 22, 2023 at 2:00 pm.
 - a. You will not be given keys if we find that ALL utilities are not turned on. Since the 6th is a Saturday, the utilities need to be turned on FRIDAY, August 5th. We will call Oxford Utilities to confirm this on FRIDAY, August 5th.
 - b. The utilities should be scheduled to turn off 5 days after the lease expires, which will be July 28, 2022. If you turn the electricity off when you leave, there will be a charge if we have to turn the power on just to clean it, so 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 “punchlist” 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, but 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 send an email and be sure to include all 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 create 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. During the turnover period, we have a limited amount of time to paint, clean and do maintenance on our houses. In order for you to have a smooth move in process, we would encourage you to allow us the time it takes to get your house move in ready. Please understand, if you **CHOOSE** to move in early, you are agreeing to take your house **AS-IS** and any requests for maintenance will not be able to be completed until our turnover process is complete on all of our other properties. This could be 2-4 weeks after our scheduled move in date. **There will be no touch up painting, cleaning or carpet steaming for early move ins.**
- 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 to 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 have to 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 or

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 and the 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. We find that it is best to put your address on them in case they are stolen or the City 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 inspection 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 through the rmResident App. Please put as much information as you can and attach a picture of the issue to help us figure out whom to send to make 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 which 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 and look forward to a successful year. If you have any additional questions, please copy all of your roommates and email us at office@oxfordrentalproperties.com.

Thanks!

Oxford Rental Properties

Local Utility Information

Electric

OXFORD ELECTRIC

Oxford Electric supplies Power, Water and Trash for most properties. All Houses will Use this service unless otherwise notified

This requires an IN PERSON application and a deposit paid in advance. This could take several days so be prepared to have this scheduled to be turned on August 12

662-232-2373

<http://www.oxfordms.net/departments/electric-department>

300 McElroy Drive

Oxford, MS 38655

Business Hours: Monday-Friday

8:00 a.m.- 5:00 p.m.

North East Power**

Only applies for 497 CR 101 and Landas Rd

10 PR 2050 (Highway 30 and Highway 7 N

662-234-6331

<https://www.nemepa.org/apply-for-power-res/>

You may apply online. Can take up to 3 days

Gas

CENTERPOINTE ENERGY

Must be done on the phone or online. No local stores.

Some houses have gas heat and water heaters
If your water is not hot this is your first call

<http://www.centerpointenergy.com/en-us/corporate/contact-us/mississippi>

800-371-5417

P.O. Box 4981

Houston, TX 77210-4981

Cable/Internet

ATT UVERSE (*Preferred by most if available*)

Recommended for reliability and ease of locating wireless boxes.

You are not allowed to have satellite dishes installed or to drill into the exterior of the house for installing additional cable lines. When available request wireless boxes to avoid positioning issues with TV

800.288.2020

<https://www.att.com/local/tv/mississippi/oxford/>

MAXXSOUTH

1901 Jackson Ave W, Suite B

Oxford, MS 38655 (Behind ATT Store)

800-457-5351

Trash/Waste**

Only applies to 497 CR 101, included in all other properties through Oxford Electric

Lafayette County Solid Waste

662-236-2535

P.O. Box 885

Oxford, MS 38655

fondak@lafayettecom.com

Please see attached Map indicating Trash days for your area. Trash cans left on the street are subject to hefty municipal fines. All trash must be bagged

Water**

Only applies to 497 CR 101 and Landas Rd

All other water through Oxford Electric

Oxford Electric

662-232-2373

300 McElroy Drive

Oxford, MS 38655

Post Office

Only applies to condos or apartments with clustered mail boxes. You are responsible for applying and having the box rekeyed. We do not supply keys. Across from Oxford Electric.

Legend

Monday & Thursday Garbage Collection



Tuesday & Friday Garbage Collection

