



MOVE IN GUIDE

Everything you need to know for a smooth move in at Maddox Premier.



COMMUNICATION

- All communication must be in writing
- Use Door Loop or email
- maddoxpremier@gmail.com
- Include property address and photos
- Include all roommates on shared issues



RENT & PAYMENTS

- Rent must be paid on time each month
- Payments through Door Loop
- Rent cannot be withheld unless:
 - Major issue exists
 - Unresolved for 30 days



PROPERTY CONDITION

- All homes rented AS IS
- Same condition as when lease was signed
- Updates or repairs at landlord discretion
- No "punch list" requests at move in



MAINTENANCE & REPAIRS

- Report all damage immediately
- Email or submit through Door Loop
- Include photos for faster response
- Routine inspections every 30 to 45 days



AC FILTERS

- Must be changed monthly
 - Failure can damage HVAC system
- Need help?**
- Jeff Ward: 662-710-7700
 - Dallas Maclin: 662-473-8917
- FILTER SIZES:**
- Stillwater: 24x30x1 & 20x20x1
 - Reserve 4BR: 20x25x4
 - Reserve 3BR: 14x25x1
 - Jackson: 14x24x1 & 20x20x1



UTILITIES

Utilities are set up and billed monthly

GAS (Stillwater & Reserve)

Delta Utilities
800-371-5417

ELECTRIC (Reserve)

Northeast Electric Power
662-234-6331

ELECTRIC (Stillwater)

Oxford Utilities
662-232-2373



LEASE TERMS & TIMING

- Lease dates are strict
- May not align with school schedule, exams, or travel plans
- Early move in or late move out is rarely allowed
- If approved, fees may apply
- Violations can cost up to \$100 per day



CLEANING EXPECTATIONS

- Professionally cleaned before move in
- May not meet personal preferences
- Dust can accumulate if move in is delayed
- Regular cleaning recommended

Cleaner Recommendation:
Jennifer Davis: 901-238-1518



TRASH GUIDELINES

- STILLWATER (4BR only)**
- Trash can in garage (label with address)
 - Pickup: Tuesday & Friday
- THE RESERVE**
- Use dumpsters throughout property
 - Do NOT leave trash outside

HOA FINE: \$25 per bag left outside (charged back to tenants)



SAFETY & SECURITY

Before leaving for breaks or holidays:

- Lock all doors and windows
- Leave lights on or use timers
- Bring trash cans in

Unsecured homes are a theft risk.



EMERGENCIES

NON EMERGENCY:
Email or Door Loop

EMERGENCY SITUATIONS:

Gas leak, fire, flooding, electrical hazard
Contact Delta Utilities (Gas): 800-371-5417 or Police/Fire Department



PREVENT WATER DAMAGE

- Use a shower curtain at all times
- Ensure curtain is inside the tub
- Improper use can cause major damage

Repairs will be charged to tenants.



TENANT & GUARANTOR COMMUNICATION

- All communication must include tenants
- Guarantors only contacted if:
 - They are on the lease
 - Tenant is included in communication



FINAL NOTES

- Treat the home like your own
- Report issues early
- Communicate clearly with roommates



WELCOME TO MADDOX PREMIER

We're committed to providing a clean, well-maintained, and comfortable living experience. If you stay proactive and communicate well, you'll have a smooth and successful year.

QUESTIONS?

maddoxpremier@gmail.com
Maddox Premier, LLC