

# **MOVE-IN INSTRUCTIONS**

**Thank you for choosing Campbell Property Management as your leasing agency. Our goal is to provide you with the most satisfying leasing experience possible!**

This is to help you understand and plan for the move-in process.

Campbell Property Management has 350+ properties changing occupants within 24-72 hours between the dates of May 29<sup>th</sup>-June 1<sup>st</sup> & July 29<sup>th</sup>-August 1<sup>st</sup> annually; this year is no exception.

**NO MATTER WHAT HAVE A BACK UP PLAN!** Your lease may start on the 1<sup>st</sup> HOWEVER we are to an extent "At the Mercy" of the tenants moving out. It is required for them to vacate by midnight on May 29<sup>th</sup> for June 1<sup>st</sup> move-in or July 29<sup>th</sup> for August 1<sup>st</sup> move-in. We do everything within our capabilities to have your home ready by the 1<sup>st</sup>. Unfortunately for about 40% of the units' tenants don't move out until the 30<sup>th</sup>, 31<sup>st</sup>, 1<sup>st</sup>, or even in RARE cases the 2<sup>nd</sup> making the move-in date delayed (not only due to late move out but also for preparing the unit for new tenants). WE ADVISE THAT YOU BE PREPARED FOR SUCH SITUATION. *Hope for the best, prepare for the worst.* This is unpleasant to convey to our tenants but we don't want anyone to be caught unprepared. (Refer to section 8 of your lease titled Possession)

Tasks performed to prep properties before move-ins:

- Unit completely vacated (nothing left inside)
- Carpets Professionally cleaned
- General Cleaning Completed
- Any Emergency Maintenance issues repaired (if applicable)  
Non-Emergency Maintenance will be handled after move-in (minor maintenance, paint touch ups, holes in doors/walls, broken blinds, etc.)

## **BEFORE any keys are given:**

1. Account must be at \$0 balance. (full deposit, application fees, & first month rent PAID)
2. Utilities required are in your name (electric, gas, propane, water, sewer, etc.)  
If not done you will be without utilities until May 3<sup>rd</sup>!
3. Lease is completed (all signatures, initials, etc.)

**Pets:** If you are bringing a pet in or about the premises they must be on a written agreement prior to having them at the premises (\$600 UNAUTHORIZED PET PENALTY) Request a pet agreement if you haven't already to add your pet(s). If you do not have a written pet agreement with us then you are automatically under a NO PETS POLICY. No pets can be on or about the premises for any reason at any time.

**Washer/Dryers:** If you would like to rent a washer/dryer for your home request an agreement-they are \$40-\$50/month depending on amount of occupants.

**Roommate(s):** If you have a roommate that isn't on the lease add them prior to move in, or you will be in violation of your lease agreement. Roommate agreements are available at the office if you would like one-we highly recommend them. **Renter's Insurance:** Required- please call a local insurance company.

**AFTER HOURS EMERGENCY MAINTENANCE: (405) 743-5045**

\*All UTILITIES must be established in YOUR NAME from the day your lease begins until 3 days after the last day of your lease.\*

**Utility Contacts**

**ELECTRIC/water/sewer/garbage** (405) 372-0025  
City of Stillwater- (Municipal Building 723 S. Lewis)

**ELECTRIC (outside city limits)** (405) 372-2884  
CREC 3304 S. Boomer Rd

**GAS** (800) 664-5463  
Oklahoma Natural Gas (ONG)

**PROPANE** (580) 669-2277  
Reynolds Propane

**CABLE/INTERNET** (888) 822-5151  
Suddenlink (802 E. 6<sup>th</sup>)

**INTERNET (outside city limits)** (405) 624-6000  
Pro-Value Net (801 S. Main)

**Monthly Trash Fees (\$16) will be paid to Campbell Property Management (CPM) on the following properties:**

**Foxfire** (2419, 2421, 2425 W. Lakeview), **Duck Street Apartments** (309-311 N. Duck), **Miller Manor** (120 W. Miller), **Homestead-1** (1020 W. 4<sup>th</sup>), **SCC Apartments** (1002 E. Virginia), **& the Vintage** (519 S. Jardot) **INCLUDE TRASH FEE WITH YOUR MONTHLY RENT.**

Never turn off your heat during freezing conditions or your air-conditioner during scorching temperatures. The internal temperature of the unit should never be above 80 degrees (F) or below 55 degrees (F). If you allow the temperature to surpass these limits you are in violation of your lease agreement.

**Most common charge out of security deposits is carpet damages-**

In the event of something being spilled on the flooring or if a pet "potties" on the flooring carpet/hard floors alike **CLEAN IT UP IMMEDIATELY** to avoid being charged for replacement (\$1000-\$3000 avg.) We recommend you call a professional for carpeted floors.

**PLEASE BE CURTIOUS OF YOUR NEIGHBORS-CAUSING A DISTURBANCE IS IN VIOLATION OF YOUR LEASE.**

Dear Friend,

The dictionary defines Christianity as one of the major religion in our world. If that is true, then it is most unusual when compared to (religion). In religion man tries to reach God, but in Christianity God is reaching man.

It is through faith in His Son Jesus that it is accomplished.

“For God so loved the world the He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life.” John 3:16

“That if you confess with your mouth the Lord Jesus Christ and believe in your heart that God has raised Him from the dead you shall be saved.” Romans 10:13

Religion is trying to work your way to heaven, while Christianity is giving you heaven. If we could earn heaven we would brag.

“For by grace are you saved by faith and that not of yourselves: it is the gift of God. Not of works lest any man should boast.” Ephesians 2:8-9

Friend, be saved today. Repent and ask Christ to come into your heart. Turn from your life and welcome Him into your heart. He will save you if you will trust in Him.

Let me know of your decision for Christ; write me at the address below.

Your friend in Christ,  
Bryce Campbell  
Campbell Property Management Manager  
1776 W. Lakeview  
Stillwater, OK 74075  
(405) 372-9225