



WELCOME TO YOUR NEW HOME

It is our goal to make your stay as comfortable and pleasant as it can be. Please feel free to contact me if there is anything we can do to make your move as smooth as possible.

NO SMOKING: All of our homes are smoke-free. Cooperation is appreciated regarding this matter. There may be extra charges if this policy is not enforced.

PROPERTY AMENITIES: As residents of MidSouth Corporate Housing you are allowed to use the amenities on site. You should have a pass to carry with you at all times during your usage of the amenities. If you do not have a pass please give us a call and we will make sure you get one.

PETS: All pets must be approved with management and must pay additional fees. All pets are required to be on a leash at all times when not inside your home and you must pick up all pet waste.

TRASH: There is a trash compactor located on the property, which you will find on the site map you were given. Please do not leave trash outside front door or on balcony or patio.

MAIL: If you need a mail key you will need to request one. We are not responsible for mail after you vacate your home. We do not check the mailbox and your personal mail will be sent back to the post office if no forwarding address is provided.

MAINTENANCE REQUEST/EMERGENCIES: Please call 901.239.4514 to report any maintenance issues.

MOVE-OUT NOTICE: We must receive a 30-day written notice to vacate. Check out time is 12:00. The apartment must be left in the same condition as you found it. Remove all personal belongings, trash and clean refrigerator before leaving. Put keys in the envelope provided to you and leave at the leasing office. MidSouth Corporate Housing is not responsible for any personal items left behind.

Thank you so much for choosing MidSouth Corporate Housing for your temporary accommodations while in Memphis and we hope you enjoyed your stay.



MidSouth Corporate Housing is the newest short-term housing provider in the MidSouth area. Bringing years of experience and confidence; making your transition to the Memphis area effortless. MidSouth Corporate Housing will be home away from home for you and your family with apartments that are conveniently located to shopping, dining, and easy access to interstates.

MidSouth will strive to accommodate your every need with apartments fully furnished including linens, house wares, washer/dryer, basic cable, basic phone service, electric, and high speed internet. Housekeeping services are optional for an additional fee. Our apartment home will be much more comfortable than the average hotel. You and your family will have all the amenities of the property that you choose to live including, work-out facilities, tennis courts, sand volley ball, tanning beds and much more.

Rates on one-bedroom/ one- bath apartment homes start as low as \$69.00 per day. Our two-bedroom/ two bath apartment homes start at \$85.00 per day and three bedroom/two baths start at \$94.00 per day . These rates will vary depending on the location and state of the property. The rates quoted in the letter are subject to the properties located in the MidSouth. Cost may vary depending on location and additional services. Tax is required on stays of 90 nights or less in the State of Tennessee of 9.25% and 7% in Mississippi.

A non-refundable administrative fee of \$150.00 and a deposit of \$150.00 will be required to secure an apartment for you upon your arrival date. There will be an additional fee for pets residing in the apartment home required at that time of move-in. We accept all major credit cards, MasterCard, Visa, and American Express for a small credit card processing fee of 2.5% or take advantage of direct billing.

With MidSouth Corporate Housing all you need to bring is your personal belongings, stop by the grocery store, and relax with no hidden surprises.

We look forward being your corporate housing provider while in Memphis.

With regards,
Brenda Starr

MidSouth Corporate Housing
P.O. Box 1818 Olive Branch, MS 38654 Phone 901.239.4514
www.midsouthcorp@hotmail.com



**Our Goal at MidSouth Corporate Housing:
Corporate Housing vs. Hotels**

MidSouth Corporate Housing offers full service temporary housing for the fraction of the cost of a hotel stay. One phone call and your corporate housing needs will be met. Included in our rates are basic cable, high-speed Internet, basic phone, house wares, linens, and washer/dryer.

Accommodating you during job relocation, displacement between homes, insurance claims, new construction, or short- term vacation.

With comparable rates, you will have the convenience and savings of home cooking and dining areas rather than expensive room service and dining out. Along with your stay you will have the option to use the amenities of apartment communities offered such as workout facilities; pools, tanning beds, tennis courts, garages, covered parking, lakes for fishing, etc. Housekeeping available upon request for an additional fee.

Thank you for considering MidSouth Corporate Housing for your short-term stay. Successful corporate travel demands a comfort zone. We feel life on the road will be far easier and more productive when your day begins and ends in a place that feels like home.

Thank you so much,

MidSouth Corporate Housing
P.O. Box 1818
Olive Branch, MS 38654
901.239.4514

SUBLEASE APPLICATION

Name _____ Date _____
Address _____ City, State, Zip _____
Driver License # _____ Phone# _____
Company Name _____ E-mail _____
Address _____ SS# _____
City, State _____ Zip Code _____
Emergency Contact _____ Phone # _____
Email-address _____

Method of Payment:

Visa _____ MC _____ AMEX _____
Cash _____ Check _____

Name on Credit Card: _____

Credit Card # _____ - _____ - _____ - _____ Exp: __/___ 3 or 4 digit code _____

Credit Card Billing Zip Code _____ Security Deposit \$150 _____

I hereby authorize MidSouth Corporate Housing to charge the rental amount owed to the above credit card. This card will be my guarantee. I agree to pay all charges and accept all liability for any damage beyond normal wear and tear during my lease term with MidSouth Corporate Housing. I understand that any monies owed, late fees, damages, legal fees etc., will be assessed to this credit card.

Cardholder's Signature _____ Date _____

Applicant represents that all of the above statements are true and complete. Applicant hereby authorizes verification of above information reference and credit records, and applicant releases from all liability or responsibility all persons and corporations requesting of supplying such information. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy.

Signature of Applicant _____ Date _____

Move-in date _____ Nightly Rate _____/Monthly Rate _____

Move-In Pro-Rate _____ Tax _____

Lease term 30 day _____ 60 days _____ 90 days _____

MID-SOUTH CORPORATE HOUSING INVENTORY

Standard in every Apartment

Range
Refrigerator
Dishwasher
Microwave
Washer and Dryer
Wastebasket

Kitchen

Kitchen Wastebasket
Iron and ironing board
Toaster
Mop, Broom, and Dust Pan
Vacuum Cleaner
Laundry Basket
Pot Holders
Dish Towels
Dish Cloths
Dinnerware
Beverage Glasses
Silverware
Silverware Tray
Steak Knives
Paring Knife
9 Piece Cookware Set
Baking Sheet
Coffee Maker
Can Opener
Salt/Pepper Shakers
Utensil Set
Pitcher
Measuring Cup/Spoons
Mixing Bowl Set
Colander
Cutting board

Bathrooms

Wash Cloths
Hand Towels
Bath Towels
Bath Rug
Shower Curtain/Liner
Toilet brush

Dining Room

Table 4 Chairs

Bedroom(s)

Queen Bed
Dresser/Mirror
Night Stand/Lamp
Comforter Set
1 Sheet Set
Mattress Pad
Pillows (4)
Blanket
Clothes Hangers
Alarm clocks

Living Room

Sofa
Chair
End Table/Lamp
Cocktail Table
32" Television
DVD

Upgrades available for additional fees.

P.O. Box 1818 Olive Branch, MS 38654 Phone 901.239.4514
E-Mail midsouthcorp@hotmail.com



DEPARTURE REQUIREMENTS

We hope you have found your new apartment housing pleasant and comfortable while you were staying with MidSouth Corporate Housing. Here are a few things to keep in mind when checking out of your home.

REQUIRED NOTICE TO VACATE;

All notices to vacate need to be e-mailed or mailed 30 days prior to the ending date of the lease agreement. Verbal notices will not be accepted.

CLEANING REQUIREMENTS:

Please leave the apartment as you found it. Please dispose of any trash, empty all drawers, cabinets, and empty refrigerator.
Put all dishes in the dishwasher and start the dishwasher.
Remove all personal items (we will not be responsible for anything left over 30 days).

CHECK OUT TIME;

Check out time is 12:00 p.m. Housekeeping will be arriving shortly after you depart so that we can have the apartment ready for our next guest.

RETURNING KEYS;

All keys and gate cards must be turned in to the office or should be left on the kitchen counter inside the apartment. We will provide you with an envelope for your keys in case you drop them off in the night drop at the leasing office. If you prefer a MidSouth Corporate Housing representative to be present at the time of check out, please call for an appointment. If any keys, gate cards, or remotes are not turned in there will be a \$50.00 charge per item added to your invoice.

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Revised: 10/25/08