MOREHEAD RENTALS

Quality homes in community.

Standard Rental Operations

Billing & Rent Collection

- **Rent Due:** 1st of every month
- **Late Fees:** $200 after the 1st
- **Payments:** Check, Cash, Venmo @moreheadrentals, or online ACH at moreheadrentals.com

Mail to:
Morehead Construction
c/o Diana Coverdell
PO BOX 373
Locust Grove, OK 74352

Drop off:
Morehead Construction Office
c/o Diana Coverdell
101 N Elora
Locust Grove, OK 74352

Venmo

ACH Bank Payment

Inspections

- **Move-In/Out:** Checklist used to document property conditions and any pre-existing damage, determines amount of deposit to be returned
- **Routine:** Every 4 months (interior of the home) with 24–48 hr notice, verify condition, ensure lease compliance, check for unauthorized occupants or pets, and address maintenance issues early.
  Drive-By: Informal and periodic checks of exterior condition without entering the home.

Other Operations

- **Maintenance:** Contact Diana Coverdell at 918-724-4926 or submit online maintenance request at moreheadrentals.com/tenant-resources/
- **Enforcement:** Notices will be emailed for non-payment or lease violations