

DEAR TENANT:

WELCOME TO ASU EMPLOYEE HOUSING

Listed below are three basic things you should take care of as you transition into your newly assigned unit.

BEFORE YOU MOVE IN

1. OBTAIN AN INVOICE NUMBER

Obtain an Invoice Number before electrical power can be connected. Contact the Claiborne County E911 Coordinator at (601) 437-1151 to obtain an invoice number.

The E911 Coordinator will need your ASU Physical Address:

Alcorn State University
Matt Thomas Apartment # _____

or

Alcorn State University
Residential Drive House # _____

or

Alcorn State University
Johnson Village Circle House # _____

If no answer, leave your name, physical address, and contact number, and you will receive a callback with the invoice number.

If for some reason you experience a delay in receiving your invoice number from the E911 Coordinator, Southwest Mississippi Electric Power Association might be able to assist you at the time you pay your utility deposit.

2. CONTACT THE UTILITY COMPANY

Contact the utility company to have the utilities turned on. You will need to provide the INVOICE NUMBER you obtained from the E911 Coordinator.

Electrical services are provided by:

Southwest Mississippi-EPA
18671 Hwy 61
Lorman, MS 39096
(601) 437-3611 or 1-800-287-8564

3. SCHEDULE A COMMERCIAL CLEANING

If necessary, you may schedule a commercial cleaning after electrical power is connected. Contact Alcorn State University's Facilities Management Department at (601) 877-6470 for more information.