

Texas Crosswinds Realty & Management

Addendum to TAA lease paragraph 10

“There’s no place like home”

WELCOME

Thank you for choosing TEXAS CROSSWINDS REALTY & MANAGEMENT for your home. We welcome you as residents and look forward to a continued relationship. The following information will help you in understanding our policies and procedures throughout your lease term.

RECOMMENDATIONS

As a resident, your belongings are not protected from theft, fire flooding, natural disaster or other causes of damage under the owner’s insurance. (Paragraph 8 of your lease). It is our recommendation that you purchase renters insurance to protect your belongings.

It is advisable to check with the local police department regarding crimes in your neighborhood. The police department maintains these statistics. As the property management, neither we nor the property owner can provide, guarantee or warrant security. We do not represent that the property or area is safe from criminal activities by other residents or third parties. Remember; call the police first if trouble occurs or if a potential crime is suspected. Please read and follow paragraph 36 of the lease.

MOVING IN

In order for us to move you in, you must have proof of utilities showing that the utilities are in your name. We cannot issue keys until all deposits and rent have been paid.

MAKE READIES

Make Readies (making your new home ready to move-in): Please note that no oral agreements have been made regarding move-in condition. It is at the manager’s discretion as to what will be done to a rental unit after a resident moves out. Every effort is made to clean a unit, and perform maintenance, but due to the volume of apartment turnover at seasonal times of the year, it is almost impossible to catch every maintenance item to perfection. Please bear with the office and maintenance staff upon move-in, in making repairs following your move-in.

Here are a few important notes:

- Pest control is **NOT** provided, unless otherwise stated.
- All leases are contingent upon application verification and owner approval.
- Rent is **due** on the **first** and late after the fifth of each month, late fees will be assessed. We will not hold checks for processing at a later date nor do we take postdated checks.
- Absolutely no cars or boats parked on lawn. ONLY IN AUTHORIZED AREAS.
- No foil can be placed on windows at any time.
- No water furniture is allowed without water furniture insurance.
- Bar-B-Que grills may not be used within 10 feet of building and cannot block entryways.
- ***When leasing season approaches (April, May, June, July and August), we will be using your unit to show potential residents. We will try to give you as much notice as possible, striving for the day prior to the appointment. Otherwise we will call before we come and leave our card, so you are aware of our presence. Please EXPECT our agents to show your unit every day.***

Initials: ____ ____ ____ ____ (pg.4, sec.28 of lease contract)

- **NO CASH IS ACCEPTED. "ONLY" One personal check per unit will be accepted.**

The address and unit number must accompany payment. Checks which have no address on them are subject to late charges as if the rent had not been paid.
- **NSF:** After one personal check is returned for insufficient funds, no further personal checks will be accepted from that resident. You must use cashier's check or money order.
- **SUBLEASING:** Subleasing may only be done with the management's written permission. The subleasing fee of \$200.00 must be paid at the time the new lease is written.
- **NO PETS,** animals or reptiles of any kind **without written approval from management.**
- A walk-through inspection will be performed between 7:00am and 7:00pm the first business day after the expiration date of your lease agreement. You understand that you may be present for this inspection.

OUTSIDE AREA

Residents are responsible for the exterior as well as interior cleanliness of their unit. No clotheslines, bedding, personal clothing, bicycles, cleaning items, or trash shall be left on porches/walkways at

any time. Please keep porches and stairwells swept. No signs or advertising material will be permitted.

No washing or repairing of cars will be permitted. **All inoperable vehicles will be towed at owner's expense even from parking spaces.** Please observe the handicap parking spaces. These are reserved for tenants with a handicap. Those vehicles must be properly marked.

SWIMMING POOL

The swimming pool (and surrounding courtyard) is reserved exclusively for the residents of the apartment community. Tenant(s) and guests shall abide by the pool rules and take care in its use. **NO LIFEGUARDS ON DUTY.**

CONDUCT/NOISE

The conduct of residents and/or residents' guests shall not disturb the rights, comforts, or conveniences of other persons in the apartment community. An arrest of any resident or occupant for a felony offense, or misdemeanor offense for theft, assault, or D.W.I shall be grounds for eviction. If resident(s) is evicted, all rents will be accelerated for the remainder of the lease term and shall be due upon eviction.

Children shall be monitored by their parents/guardian at all times.

Be considerate of your neighbors in regard to the volume of TVs, stereos, and radios. The resident's family and guests shall have due regard for the comfort and enjoyment of all other residents in the community. If any resident or guest fails to abide by the guidelines, feel free to report to management or call the police.

MAINTENANCE

- **HOW TO REQUEST MAINTENANCE REPAIRS: We will also accept emergency repairs over the phone. Call our office during office hours. If the call is made after hours, you will use the emergency pager. Please note that the only types of maintenance that will be handled after hours or on weekends will be emergency maintenance. This includes flooding of an apartment, loss of utilities, and loss of refrigeration. Air conditioner and heating problems are not an emergency if the outside temperature is above 32F and below 95F and will be handled**

the next business day. If you insist on after hour service you will be responsible for the cost differential of the after hour service call charge.

- We would like to take care of all maintenance requests as quickly as possible. Under most circumstances, the owner will pay for maintenance. However, if the maintenance is caused by negligence on the part of the resident, the cost will be charged back to the resident, and management will expect prompt reimbursement.
- Your move-in condition/inventory form must be turned in within **48** hours after your move-in date.
- No move-in maintenance will be issued on your unit until the inventory condition form is returned.
- Report all water leaks immediately. If you can, turn the water supply off.
- All window breaks are the responsibility of the resident.
- All screens are the responsibility of the resident. Please account for them on move-in.
- The following list may help you in checking for routine problems that may occur.
- For power failures of any type, or if appliances or A/C systems are not functioning, check your breaker box. It is usually located in one of the closets inside your dwelling unit. Many times a breaker will be tripped.
- Please rinse all dishes and other items thoroughly before placing them in the dishwasher to prevent backups.
- If you have problems with a phone jack, contact the phone company. Ask them if there is more than one line connected to your dwelling unit. If so, the line will have to be rewired. We recommend that you acquire the phone company's inside wire maintenance plan, which **covers the costs of repairs to the line.**
- **A/C filters:** must be changed every 4-weeks and dated with a black sharpie pen and be present and clean upon move-out.

CAUTION: To prevent A/C unit from freezing up, thermostat should never be set lower than 68 degrees. You will be responsible for any damages to the unit due to negligence with filter or temperature. **ANY UNIT WILL ONLY COOL 20 DEGREES COOLER THAN IT IS OUTSIDE.** If the problem of the A/C unit is a result of a dirty air filter, residents will be charged \$50.00 to replace the filter. If the A/C coils are found to be dirty because of non-use of filter, or because of a dirty filter, the residents will be charged \$100.00 to clean the A/C coils.

The tenant is responsible for the following items except upon initial move-in:

- Tenant must maintain heat and constant dripping faucets, during the winter months at all times. Damages (repairs) caused by tenant not maintaining heat will be the responsibility of the tenant.
- Light bulbs are the tenant's responsibility and should all be present and operational upon move-out.
- Tripped breakers must be reset by the tenant. This includes GFCIs in baths and kitchens as well as the disposal reset button. If you have an appliance that is not functioning or if a wall plug is out, or if you have no electricity, please check and reset any breakers prior to making a service request.
- Clogged plumbing is always the tenant's responsibility. **Use a plunger before making a service request.**
- Tenant-induced damages are the tenant's responsibility. The cost of repairs will be charged to the resident.

Plumbing

No articles should be placed down toilets other than toilet paper.

PAPER TOWELS, SANITARY NAPKINS, AND DIAPERS should never be flushed down toilets.

The resident(s) will be totally responsible if any of these items are found in plumbing lines.

In case of stoppage and overflows, **TURN OFF WATER**. Valve to turn off water is located behind commodes and under the sinks. If water overflows onto carpet, clean up as much water as possible and call office immediately. A service charge will be assessed if one of our maintenance men or a plumbing company is needed to unclog your commode, sink, or tub due to your negligence. (Removing hair from the drain will be considered a tenant charge.)

Appliances

Disposal: keep cold water running at all times while the disposal is in operation. **DO NOT** put corncobs, paper, celery, banana peels, wire, bones, grease, stringy vegetables, rice, excessive amounts of food, or egg shells in the disposal. Also, **DO NOT** put any non- food items in the disposal such as bottle caps, wood or metal objects, etc.

There is a reset button on the bottom of your garbage disposal. Please try the reset button before calling the office for maintenance. Should you cause stoppage or damage, with any items or like items listed above, you will be charged for repair or replacement of disposal.

Dishwasher

DO NOT use soap or detergent other than those specified for Automatic Dishwasher. All dishes must have food wiped off before placing in dishwasher.

GREASE FIRES- NEVER PUT WATER ON GREASE FIRES:

- In case of fire, first call the fire department, and then notify management of situation.

WHAT YOU SHOULD DO IN CASE OF FIRE

1. Plan two escape routes.
2. Know two possible escape routes from each room.
3. **DO NOT OPEN A DOOR THAT IS HOT.**
4. Keep doors and windows closed.
5. NEVER re-enter a burning building.
6. Have a meeting place outside of the building where family members can meet.

SMOKE DETECTOR INSTRUCTIONS:

- The smoke detector is designed to sense the visible products of combustion created by fire. It may require a 9-volt battery if it is not electric. You will need to periodically check the battery to see if it is working.
- It is your responsibility to check if smoke detector is properly working- **DO THIS MONTHLY.**
- Your smoke detector is designed to provide the earliest possible warning of fire or smoke. It cannot be expected to protect against such occurrences as fires from smoking in bed, violent explosions, or escaping gas.
- Check your smoke alarm upon move-in and **IMMEDIATELY** report any malfunctions. After you have taken occupancy, if your smoke detector battery is inoperable, you are responsible for changing the battery. Please test smoke detector monthly.

Initials

Agent

MOVING OUT

We require sixty days notice to vacate. This notice must not terminate your lease prior to the ending date of the lease contract. This notice must be in writing and we will time and date stamp it. Verbal notice is not sufficient, under any circumstances.

Please request a copy of move out procedures. This will provide you with cleaning instructions.

RESIDENT SIGNATURE

DATE

AGENT
