



## Boot Team Realty Property Management

124 South Main St. Ste 220

Burleson TX, 76028

Office: 817.715.3896

## LANDLORD RULES AND REGULATIONS

|                     |                 |               |
|---------------------|-----------------|---------------|
| <b>Office Hours</b> | Monday – Friday | 9:00AM-4:00PM |
|                     | Saturday        | Closed        |
|                     | Sunday          | Closed        |

**Maintenance** All maintenance request must be submitted in writing via your Propertyware portal:  
<https://app.propertyware.com/pw/portals/century21hometeampropertymanagement/tenant.action>

Requests will be responded to during office hours. Emergency requests must be submitted via your portal and then you must call the emergency phone number listed below. **Emergencies are ONLY: Fire, Flood, Non-Secure Theft and anything that could be a hazard.**

If an emergency has occurred (as specified above) please first call the appropriate law enforcement agency, if necessary. Please then call the emergency line.

**THERE WILL BE A CHARGE FOR SERVICE CALLS THAT ARE AFTER HOURS AND ARE DEEMED NON-EMERGENCY**

**Emergency Phone: 817-715-3896**

\_\_\_\_\_ Initial

**Move In Form** Please return form within 7 days of move-in. If form is not returned, everything will be deemed clean and in good working condition. Move in condition forms will not be accepted after 10 days.  
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**Rent Payments** Rent is due on the 1st of each month; however, we will allow you a grace period until 11:59 on the 3rd. If rent is mailed, it must be postmarked by the 2nd in order not to be charged the late charges. **CASH WILL NOT BE ACCEPTED FOR RENT PAYMENT.** Rent can be paid through your portal, Rent Money, cashier's check, money order or check. **Only Certified Funds accepted after the 5th of the month.** Any rent not paid by the 5th will result in a notice to vacate and the eviction process will begin.

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**Renewals** Your lease automatically renews on a month to month basis unless either party gives notice to change the terms. Prior to the end of your lease, we will be in contact with you to schedule a time to inspect the property. Upon which time, we will discuss any rental increases or changes to any terms on your lease. IF you choose to go month to month you will be subject to the month to month premium.

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### Insurance

Insurance coverage maintained by the owner does not protect residents from loss by fire, theft, water damage, etc. Residents are required to obtain a policy of insurance protecting their household goods and personal property. OUR INSURANCE WILL NOT COVER ANY OF YOUR PERSONAL LOSSES.

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### Alarms

**MONITORING & PERMIT FEES ARE TO BE PAID BY RESIDENT UNLESS OTHERWISE NOTED IN LEASE.** Some properties offer alarm systems. Such systems are not a guarantee of your personal safety or security, and they are not a guarantee against criminal activity.

Owner/ Management assumes no duties of security. Such mechanical or electronic devices referred to above must not be relied upon by resident as working all the time. There will invariably be breakdowns. Remember to please call the police (911) first trouble occurs or if potential crime is suspected.

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### Security Deposit Return

Security deposit and accounting of funds will be returned to the tenant within 30 days of lease end date, returning all keys (pool keys) and openers, AND providing forwarding address.

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### HVAC

**KEEP THE AIR FILTERS CLEAN-CHANGE ONCE A MONTH.** If the compressor does not come on, check all breakers outside, disconnect before reporting to office. There will be a charge of resetting tripped breakers or tenant neglect. As per lease, repair to the heating and air conditioning system is not an emergency. Damages found to the unit due to tenant neglect will be at the expense of the tenant. **UNDER NO CIRCUMSTANCES WILL LANDLORDS PAY FOR A HOTEL OR ABATE RENT FOR HVAC MAINTENANCE.**

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### Appliances

#### Dishwashers

Use only automatic dishwasher detergents. Automatic soap dispensers will not be repaired in event of malfunction.

#### Disposal

Do not put bones, stringy vegetables (celery, corn husks, etc.), spaghetti, coffee grounds, strings, cigarettes, paper, eggshells, etc., in the unit. If unit stalls, try to reset button on unit. Repairs resulting from resident negligence will be charged to resident.

#### Oven

If oven does not heat, check the timer; make sure they are on manual. DO not use oven cleaner on continuous cleaning ovens for any reason.

#### Refrigerators, Washers, Dryers and standalone microwaves

If these items are present, the owner has left them for convenience purposes only. They will NOT be repaired or replaced unless stated otherwise in lease.



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### **Garage door openers**

Owner is not responsible for repairing or replacing garage remotes. No additional remotes will be provided. On move out, the tenant must provide a photo of the remotes in the location left in the home to not be charged for the replacements of the remotes.

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### **Keys**

A key will be made and given ONLY TO THOSE ON THE LEASE. Photo ID will be required. All charges relating to lock out will be the responsibility of the resident. NOTE: Resident should not rely on garage door as sole source of access to property. There will be a \$80 charge for lock out or lost keys during business hours. If on weekends or holidays, you must hire your own locksmith at your own expense. If locks are changed, you are required to provide a key to our office on the next business day.

\_\_\_\_\_ Initial

### **BBQ And Grills**

All grills and BBQ equipment are to be used a minimum of 10 feet from the building. They are not to be left in plain view of the street. All BBQ equipment must be properly stored.

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### **Antennas/ TV Cable**

These items are left by the owner for convenience purposes only. They will not be repaired or replaced. Any satellites installed by the tenant will be the tenant's responsibility to remove or the charge to be removed will be deducted from the security deposit.

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### **Marble and Fiberglass**

Do not clean with abrasive powders. Use cleanser that are soft and nonabrasive for man-made products. Damage to marble fiberglass or ceramic tile, due to negligence will be the responsibility of resident.

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### **Attics**

Resident is not to access the attic for any reason without written authorization from owner or agent. Resident will assume all liability when entering attic space. **Attic access is only granted to change air filters, if applicable.**

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### **Fence**

Since it is difficult to ascertain ownership of fences, authorization for repairs or replacement is not guaranteed. Please note, a fence is for privacy, not to contain your pets.

\_\_\_\_\_ Initial

### **Pest Control**

Resident responsible for interior and exterior except for wood destroying insects after first thirty days of occupancy. If your property is found to have Bed Bugs it will be treated, and you will be responsible for the costs. If there are any adjoining units affected, you will be responsible for the cost to treat those units as well.

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|                                |  |                                    |
|--------------------------------|--|------------------------------------|
| <b>Carpet</b>                  | Carpets will be professionally cleaned at time of move-out at your expense and you must provide receipt from professional carpet cleaning company to not be charged a carpet cleaning fee.   | <hr/> <input type="text"/> Initial |
| <b>Preferred Communication</b> | The preferred method of communication from Century 21 A-One Realty via e-mail. I understand it is my responsibility to notify Century 21 A-One Realty of any changes in my e-mail address in writing.  | <hr/> <input type="text"/> Initial |
| <b>Property Condition</b>      | The property is always to be kept clean and neat. Do not work on your cars in the alleyway/yards/parking lot. The only furniture allowed outside is nice patio furniture. Garages/carports/parking lots are to always be kept clean and neat. <b>To make ANY alterations to the property, you MUST have permission IN WRITING from the office.</b> | <hr/> <input type="text"/> Initial |
| <b>Move Out Condition</b>      | I have received a copy of the move out instructions so that I have an idea of the expectation on move out. I am aware I will receive these instructions again when my 60 days' notice is given.  | <hr/> <input type="text"/> Initial |
| <b>Notice to Vacate</b>        | If we must send a notice to vacate because of nonpayment of rent or lease violations, there will be a \$25.00 administrative fee added to addition to any late fees charged.   | <hr/> <input type="text"/> Initial |

### **SIGNATURES:**

**Resident Signature**

**Date** \_\_\_\_\_

**Resident Signature**

**Date** \_\_\_\_\_

**Resident Signature** \_\_\_\_\_

**Date** \_\_\_\_\_