

## REVIEW OF YOUR LEASE AGREEMENT

*We encourage you to be familiar with your Lease Agreement but we want to highlight a few items in the contract to help make sure that you understand what you are to do, what we expect, and answers to questions.*

**LEASE:** You are in a 12 month lease, which will renew automatically. That means you are under contract to pay 12 months of rent, even if you chose to move out before, no matter how long you have lived in the apartment/duplex/house. By not paying the final month's rent, you are showing bad faith, and your rents are tripled (Texas law) plus you will be responsible for attorney's fees, interest, and any other charges incurred. Please do not assume that you can leave early and just forfeit your deposit. We require a 30 day written notice before you intend to leave. ALL tenants that violate this policy will be reported to credit agencies, the National Tenant Association, and pursued through the local court system.

**SECURITY DEPOSIT:** Deductions: We will deduct from your original security deposit \$100 for administrative fees. Any late fees, returned check fees, etc. that you incur but fail to pay will be deducted from your security deposit. If the security deposit balance is \$0 and we receive more charges, you will be billed for that.

**ANIMALS:** We do not allow animals in our apartments. If an animal is found on the property or seen in our video surveillance cameras, You will be fined \$100 and a daily fee for every day the animal is there. The animal will be removed immediately (at your expense). You will be responsible for additional cleaning fees immediately.

**RENT** is due on or before the 1<sup>st</sup> of the month for all our apartment units. It's considered late if it's not received or (postmarked) mailed by the 5<sup>th</sup>. On the 6<sup>th</sup>, a late charge of 25.00 is applied, plus 10.00/day for the next fifteen days. On the 15<sup>th</sup> of the month, if you have not made other arrangements, there will be a 24 hour eviction notice posted on your door automatically. **Please note that we do not accept delinquent payments without appropriate late charges applied.** We will simply return the check to you, and you will be liable for any late fees up until the point that it is received in proper order. We do not "hold" checks.

**OTHERS LIVING WITH YOU:** Do not allow anyone to move in with you other than those on your contract. Failure to adhere to this policy will result in contractual violations and could result in your 24 hour eviction.

**MAINTENANCE ITEMS:** Maintenance requests **must be written** and turned into an apartment manager or mailed to the office. You are responsible for changing your light bulbs, batteries in the smoke detectors, air conditioner filters, and the cleaning of all appliances and floors in your unit. If you request our maintenance to perform these duties, you will be charged for it. When you move all these items must be clean and in good working order.

**BUSINESS HOURS:** Please call during normal business hours, Monday thru Friday 9 am to 5 pm. After hours, you can leave a message and we will get back to you the next business day.

**DAMAGES:** You are responsible for any damages you cause. You will be billed for them. Intentional damages will be treated as Criminal Mischief and charges will be filed with the Sheriff's Department. **Your lease requires that you maintain renter's insurance**, which will cover such things as vandalism,

small fires, water and sewer problems, etc.. Without a policy, these items will be your responsibility.

**RETURNED CHECKS:** Checks returned for insufficient fees, account closed, etc...will have charges to you as outlined in the lease agreement. You will receive an invoice for these charges. Failure to make your check good immediately will result in late charges and late fees, returned check charges, possible eviction, and charges filed with the District Attorney. After we receive one returned check, we will not accept checks from you anymore. You must pay with a money order from then on.

**MOVING OUT:** You must give us 30 day Written Notice (see the move out form). You must have paid your rent and be within the terms of your lease agreement. We will come in for a final inspection with you there using the inventory condition form. Failure to do this will result in all damages found to be charged to you and the forfeit of your security deposit. Failure to be within the terms of your lease could cost you additional fees according to Texas law.

**PARKING:** Park in your designated parking spots. Do not park in the grass or along the fences. Failure to not park in your designated spot will result in your vehicle being towed at your expense. If you have guests, make sure they do not park in someone else's parking spot.

**ELECTRICITY:** We will not pay for your deposit to switch the power. We will not "Front" you the money until you can get it on. If the utilities are in our name, you must put up a deposit and put them in your name within 24 hours of moving in.

**DUMPSTERS:** Dumpsters are for tenants use only, not for friends and family. We have Security cameras monitoring all dumpsters. We will turn over video and photos to the sheriff's office. This will result in a minimum \$500.00 fine.

**WASHERS & DRYERS:** Washers and dryers are furnished for the use of our tenants at Town Square apartments. Do not wash comforters or bedspreads in these machines. Do not wash any laundry other than your own. Security cameras are monitored regularly. Please be considerate of others by not leaving your laundry unattended.

**ILLEGAL ACTIVITY:** If you see or hear any illegal activity going on, do NOT call the manager first, Call the POLICE, then the manager. The manager can't do anything until the police have caught them in the act. We absolutely do not permit Illegal drugs on the premise. If it is smelt or seen, authorities will be called and will result in an immediate eviction. No second chances will be made.

**APARTMENT INSPECTIONS** – We will continue to inspect each of our apartments quarterly. In addition to safety issues, we are inspecting for general cleanliness, etc. Failure to keep your apartment, rugs, etc. clean is cause for eviction. If you fail to correct issues from the past quarterly inspection (cleanliness, damages, etc.) you will be asked to leave.

**BE QUIET!** - Do not play music in the courtyards or hallways. No profanity or loud noises. Please be absolutely quiet after 9:00pm in the evening.