



2309 Rio Grande, Austin TX 78705
512-542-0050 or maintenance@uthomesearch.com

LANDLORD POLICIES

Welcome to your new home, and thank you for leasing with us!

The following items are policies by which this property is operated. They are based on the belief that consideration of the others and respect for the owner's property is important. These policies and procedures are an addendum to your lease contract as referred by your TAA/TAR lease contract. Violations of any of these policies can result in the termination of your rental agreement at any time by management.

1. Drinking Alcoholic Beverages in common/public areas:

It is strictly prohibited to be drinking alcoholic beverages in complex at any time. I.e., parking lots, swimming pools, laundry rooms, drive-ways, hallways, vacant land, etc. This document will serve as your sole warning. Should we learn that you have been found to be drinking at any of common areas, you will be given a 24-hour Notice to Vacate; this policy also applies to your visitors whom will be given a criminal trespass. There will be no exceptions. We consider this to be a major violation of your lease contract and a nuisance to the public at large.

2. Illegal Drug Activities:

Any known or suspected illegal or criminal drug activities observed at or within your residence will be reported immediately to the proper authorities. We do not tolerate the possession, use or distribution of illegal drugs or drug paraphernalia. We fully cooperate with the local authorities in order to prohibit their use and to assist in the arrest and conviction of those persons who are guilty of such illegal or criminal activity. You will be given a 24-hour notice to vacate for being involved in any of the above activities. We will file an eviction if you do not vacate after being asked to do so.

3. Disturbances/Objectionable Noises:

Sterios, televisions, radios, and such should be kept at a minimum level so that neighbors are not disturbed. No resident, occupant guest, or visitors should cause any disturbing noise on the premises. Surround Sound and amplifiers are not permitted.

4. Guests:

You are responsible for your guests' actions and activities. They are subject to the same policies that apply to residents and occupants.

5. Common Area Conduct:

All common areas, including but not limited to parking lots, stairwells, breezeways, hallways, jogging trails, laundry rooms, courtyard areas, clubrooms, and pools; are for the use and enjoyment of all residents at the community. Any residents, occupant, guest, or visitor conducting himself in any unreasonable or offensive manner will be subject to being removed from the common area and such conduct will be considered a breach of the lease. You may be given a 24-hr notice to vacate your apartment of displaying any of the conduct that is prohibited in your lease contract. If you do not vacate once we notified you, we will file an eviction.



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6. Laundry Facilities if Applicable:

Please report machines that are not operating properly to our management office. Please do not use the laundry trash dispensers for your household trash. We appreciate your help in keeping our laundry facilities clean.

7. Vehicles:

- A. You must provide a copy of your vehicle's registration for our file.
- B. Should your community require parking permits, please be advised: If you misplace your parking permit or garage door opener, replacements will be issued only after considering your situation and will cost \$50 each. Effective immediately, all vehicles without such a parking permit will be towed from the property at vehicle owner's expense. You MUST display your parking tag at all times so that it is fully visible for the towing company to see. Vehicles with expired registrations, flat tires or of inoperable condition will also be towed from the property.
- C. Sub-leasing of parking permits is NOT permitted and will not be tolerated by management.
- D. If you observe a vehicle parked either in your parking garage or parking space and there is no parking tag present please call Assured Towing 512-292-9869 and have the vehicle towed.

8. Maintenance Request:

- A. Maintenance requests are to be in writing **only**, as required in your lease agreement.
- B. Only emergency maintenance requests will be taken over the phone. Phone calls will be accepted after hours for emergencies ONLY and will include broken windows or exterior door, no A/C, no heat, leaks, fire, your apartment has only one toilet which becomes inoperable, or key/lock is broken. For NON-EMERGENCY maintenance request please send an email containing your name, full address, telephone number and the nature of the request to maintenance@uthomesearch.com.

9. Appliances and Fixtures:

The cost of any repairs or service on appliances or fixtures due to misuse by a resident, occupant or guest will be charged to you. Only use recommended cleaning products according to the manufacturers' guidelines.

10. Trash Removal:

Please dispose of trash in the receptacles provided throughout the property. Do not leave trash outside your unit as this attracts unwanted pests and animals. We will fine \$50 for every time we find trash outside your unit or in your patio area. Any costs associated with this violation such as trash haul, labor time, travel time, materials, etc.... will be charged back to the tenant in violation.

11. Pest Control:

Please observe the following guidelines: *Do not keep brown-paper grocery sacks around since they are often contaminated with roach eggs. *Do not leave food uncovered except when absolutely necessary. *Use the garbage disposal in the sink whenever possible. *If you are allowed to have a pet, store pet food in well sealed containers and be sure to clean up water bowls and food bowls daily. *Dispose of trash in appropriate receptacles, and keep trash drawn tightly. *Keep sinks clean and clear of dirty dishes. *Vacuum the carpets frequently to remove crumbs and other food particles accidentally dropped. Pest Control (including extermination services) is the tenant(s) responsibility during the entire lease term.



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12. Housing a Pet:

If you, the Tenant, have decided that you may want to house a pet at the property you are leasing, you are REQUIRED to gain approval PRIOR to bringing the pet home. There are particular procedures that MUST be followed prior to ever housing a pet. You MUST FIRST fill out a Pet Agreement and submit an additional security deposit for the pet. The pet deposit for dogs is \$500 and for cats are \$300. All pet deposits are one half non-refundable at the end of the lease term.

13. Pet Privileges:

Please be advised that housing a pet is a privilege. You as the Tenant are responsible for IMMEDIATELY removing your pets waste from any of the common areas. If Management finds that the Tenant has been neglectful in this matter we will impose a violation; a fine of \$50.00, and any other costs associated with the violation. After the third (3) violation, Management reserves the right to enforce removal of the pet from the property and the entire pet deposit will be surrendered to Management.

14. Barbecue Grills:

The use of all charcoal or gas fired barbecue grills is prohibited on patios/balconies or front-porches. All grills must be at least fifteen (15) feet from a structure as required by the Austin Fire Department. Make sure ashes and coals are completely soaked with water and place them in the dumpster. Do not place them in a trash bag or store on your patio.

15. Insurance:

We strongly recommend that you obtain renters insurance to protect against all hazards described in your TAA/TAR lease contract and those hazards that are not described in your lease.

16. Transfers During Lease Term:

- A. You must come to the management office and complete an Apartment Transfer request form and acknowledgement. The manager must then approve the transfer and a new lease will be sign before move-in.
- B. There is a transfer fee of \$200 due before transfer date. A new deposit will be required. The original deposit may be returned minus the cleaning charges or damages to your apartment and final utility bill(s). Pet deposits will not transfer. A new pet deposit must be in place.
- C. The vacated apartment must be left in the condition described on your move-out cleaning instructions. It will be inspected prior to transfer approval as well at move out.



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We are confident that enforcing these Landlord Policies and future policies will make living at your home a more pleasant experience. These Landlord Policies are subject to change at management's sole discretion. Additional Rules and Regulations are described in Lease Contract.

Thank you for your cooperation in observing these policies.

Sincerely,

Active Property Management, 512-542-0050

By Signing below we acknowledge that we fully understand these Landlord Policies and commit hereby to adhere to each one.

X _____

X _____

X _____

X _____

X _____

X _____

X _____

Landlord/ Owner's Representative