

# Landlord Policy

Property at: **13006 Rose Landing Rd, Houston, TX 77070**

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## Before Moving in

1. **Renter insurance:** Tenant must provide and maintain valid renter's insurance throughout their tenancy. The coverage must be at least \$300,000 liability coverage. In the event of an expired or invalid policy, Tenant may be subject to penalties, which will be determined based on the circumstances. Landlord shall not be responsible for Tenant's personal properties and liabilities.
2. **Security Deposit and Rent:** Tenant is to pay the security deposit and one full-month rent. The rent will be prorated up to the passing inspection date or walking-through date.
3. **Utilities:** Tenant must transfer all utilities into Tenant's name prior to moving in and maintain responsibility for timely payments.

## After Moving in

4. **Inventory & Condition Form:** Tenant will complete an inventory and condition form to document the state of the property within the first 7 days of the tenancy, ensuring transparency and clarity regarding its condition.
5. **HVAC system:** Repair of HVAC is **not considered emergency**. It may take some business days for diagnosis and part ordering. The landlord **had** the HVAC system serviced before the tenant moves in. Tenant is responsible for regular servicing every 6 months and changing air filters to maintain the air quality.
6. **Major Repairs:** The landlord is responsible for major repairs resulting from normal wear and tear, including issues with the roof, HVAC system, foundation, outdoor fence, electrical system, and plumbing system.
7. **Minor Repairs:** Tenant is responsible for minor repairs resulting from normal wear and tear, such as replacing light bulbs, clearing dishwasher jams, and addressing slow drainage caused by hair or improper objects, etc. **Tenant must inform the landlord of repairs within Tenant's responsibility, allowing the landlord an opportunity to provide recommendations or approve repairs.**
8. **Lease Contract and Tenant's Negligence:** **Tenant must thoroughly read the lease contract, paying special attention to Sections 17, 18 C&D, and Section 26. The landlord is not obligated to repair damage caused by the tenant's negligence or fault.**
9. **Diagnostic Trip Charge:** In the event of a diagnostic visit reveals an issue within Tenant's responsibility, the tenant will be responsible for a trip charge of an amount to be determined based on the circumstances.

10. **Vacant Notice:** Tenant must notify the landlord if Tenant plan to leave the property **during wintertime** or if Tenant won't be spending the night at the property. During wintertime, if the tenant will be absent for more than 24 hours, Tenant **must turn off the water main valve, release water from all pipes, and add extra insulation or cover exterior faucets.**
11. **Pest Control:** Landlord have arranged for pest control checked by a lienced professional before the tenant moves in. It is the tenant's responsibility to maintain the property to prevent vermin. If any signs of vermin are found, the tenant must provide a receipt for pest control services.
12. **The security deposit:** The security deposit does not apply to rent or any other purpose. It will be held by the landlord to cover any potential damages caused by the tenant during the tenancy.
13. **Property Access:** Landlord or authorized person appointed by the landlord reserves the right to access the property at any time without prior notice in case of an emergency, without the tenant's approval. For non-emergency situations, the tenant allows access for the landlord, the landlord's management representative, and contractors to enter the property with a minimum of 24 hours' notice. This access may be required for insurance claims, general inspections, appraisals for financial purposes, and repairs.
14. **Keys:** Tenant is not permitted to change the door keys or reset the door code without Landlord's approval. All the keys and remote controls must be returned to Landlord when moving out.

### Before Moving out

15. **Move-Out Notice:** Tenant must provide a written notice at least 60 days prior to moving out. During the last 30-45 days of the occupancy, the landlord may list the property on MLS for seeking a new tenant.
16. **Maintain the property presentable:** Tenant must keep the property presentable and allow showing during the last 30-45 days of occupancy.

By acknowledging this policy, tenants indicate their understanding and agreement to comply with the outlined terms and conditions..

Tenant: \_\_\_\_\_

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