

**MOVE-IN RULES & REGULATIONS**

**Office Address:** 4121 SH-6 South, Ste. 200, College Station, TX 77845

**Phone Numbers:** Direct Line: 979-314-4234, Emergency: 979-361-5090

**Office Hours:** Monday through Friday 8:30AM – 5:00PM

**RENT PAYMENT PROCEDURES**

- **Rent Payments:** All rents are due and payable to "Aggieland Houses" on the 1<sup>ST</sup> of each month and late after the 3<sup>RD</sup>. Weekends and Holidays will be backdated to the last business day. Rents must be received in our office by the 3<sup>RD</sup>, so please allow extra time for postal delays if you are sending your payment by mail. Rents may also be dropped in the drop slot on the southeast corner of the building. **Please be sure to notate the address on all checks!**
- **NO CASH WILL BE ACCEPTED!** Personal checks, money orders, cashiers' checks, or online payments are the only acceptable forms of payment. **Please be sure to notate the address on all checks!**
- **Late Fees:** If your bank refuses your check when we present it for payment, a \$35 NSF fee will be charged regardless of the reason. In addition to the NSF fee, all applicable late fees will be charged as set forth in your Lease.

**KEYS**

- **Key(s) will be issued to the Tenant(s) on the commencement date of the Lease only after the rent and any other deposits are paid and we receive proof of utility transfer.** If that date is on a weekend or holiday, tenants will be contacted with further instructions to pick up keys. The first Tenant for the home to pick up keys will pick up all keys for the home, and it is their responsibility to distribute keys to all other tenants. **Keys will not be dispersed early, no exceptions.**
- **Locks:** All homes have been rekeyed before Tenant moved in. If the Tenant loses their key or needs to have locks rekeyed for any reason, Tenant will be responsible for any and all charges associated. Change of locks on the home is not permitted. Only an Aggieland Houses representative can rekey/change locks on the house.
- **Bedroom knobs:** All bedrooms and bathrooms have privacy knobs on them. The Tenant is NOT allowed to change the knob without management consent. If the lock is changed, the Tenant must provide management with a working key within 24 hours. The Tenant will also be responsible for returning the original lock back to the door. Keyed knobs will be restored with privacy knobs at the Tenants' cost.

**MOVE-IN INVENTORY & CONDITION FORM (I&C)**

- This form must be returned within 5 days of the lease commencement date.
- No move-in maintenance will be issued until the form is completed, except for emergencies.
- **The I&C form is not a maintenance request.** Upon move-out we use this form to determine tenant damages if any.
- Be sure to label each room on the I&C. (Ex. Front right bedroom)
- Once I&C form has been turned in, Tenant may request maintenance online via **ONE** work order for all items needing attention. Work will be performed in order of receipt and at the Owner's discretion.

**MAINTENANCE INFORMATION**

- **Emergency repairs should be phoned in immediately** and followed up in writing via your Resident Access Portal.
- All repair requests must be in writing - they must be input online via your Resident Access Portal.
- Any damages to the property over and above normal wear and tear by a Tenant and/or a Tenant's guest must be paid to **Aggieland Houses** within 30 days of written notice.
- If a service call is made and there is no problem with the equipment in question, the service call will be charged back to the Tenant.
- Management must authorize all repairs on the property. The Tenant shall make **NO** repairs to the property.

Tenants: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

- The Air Filter must be changed every 30 days. If air conditioning issues are reported, and a certified HVAC technician reports that the system is faulty due to a dirty filter, the cost of that repair will be charged back to the tenants.
- All plumbing stoppages inside the home are Tenant's responsibility. If plumbing stoppage is outside of the home and linked back to the tenants, the cost of repair will be charged to the Tenant.
- Plumbing stoppages include, but are not limited to garbage disposals, clogged sinks, clogged toilets, clogged bathtubs. The Tenant should inspect all drains at move-in to ensure they are free and clear of debris.

### PETS and SERVICE ANIMALS

- **No pets or service animals are allowed** unless registered with PetScreening.com and authorized by a separate written agreement.
- You must provide, upon move-out, a receipt showing that your carpet was professionally steam cleaned and treated for fleas, or the service will be ordered and deducted from your security deposit.
- You must provide, upon move-out, a receipt showing that the home was professionally treated for fleas, or the service will be ordered and deducted from your security deposit.
- Pets are accepted on a case by case scenario. The Owner has the final say if a pet will be allowed in the home.
- Pet deposit is \$500 for the first pet and \$200 for an additional pet. Only 2 pets are allowed per property. The pet deposit is fully refundable minus any damages to the property.
- If you bring an unauthorized animal into the home, you will be fined an initial \$200 fine and \$10 for every day the animal is or was there. **This applies to visiting animals as well.**

### GENERAL INFORMATION

- Adding or removing roommates to the Lease will be done only with the Property Manager's approval. Lease changes are subject to a management service fee. **No more than four unrelated residents will reside in a property zoned single-family as per city ordinance. Aggieland Houses assumes no responsibility for Tenant's failure to adhere to this ordinance.**
- **Insurance:** Tenants are not required to retain Renter's Insurance, though it is highly recommended that tenants do so. The property owner carries Fire and Casualty Insurance on the unit only and not the contents. The property owner assumes no liability and/or responsibility for fire, flooding, or other casualty damage to Tenants' property.
- **Smoke Alarms:** Smoke alarms must be working at all times. The Tenant understands that if the smoke alarm is battery operated, it will be the Tenant's responsibility to ensure that the battery is in operating condition at all times. If, after replacing the battery, the smoke alarm will not operate, Tenant must inform Aggieland Houses immediately.
- **Emergency Maintenance:** Should you have a maintenance emergency after hours, you are encouraged to call and report the nature of your problem. **Per the Lease, emergencies are defined as those problems, which materially affect the health or safety of an ordinary Tenant and are not a condition that merely causes inconvenience or discomfort.** Although we realize that cooling/heating or other appliance malfunctions can be uncomfortable and inconvenient, they are not considered emergencies and are dispatched within a reasonable time. Again, management must authorize all work performed, Tenants will be liable for work initiated without proper approvals.
- **Inspections:** In order to preserve the property in good condition, we reserve the right to conduct inspections of the property at any time, with or without notice.

### MOVE-OUT OR RENEWAL NOTICES

- Tenant(s) must give their intent to renew in writing and sign the lease extension per the lease agreement terms to have a priority over prospective tenants.
- When renting season approaches, we will be using your unit to show potential residents if you have decided not to renew your Lease or we have given you a non-renewal notice.
- We will try to give you as much notice as possible for each time we plan to show your unit, though we reserve the right to show your unit without notice.
- Please expect agents to show your unit regularly until a new lease is signed.

### SECURITY DEPOSIT REFUNDS

- All keys to the rental dwelling must be returned to **Aggieland Houses**, and the property left clean.
- Remember that you are still in possession of the property and remain liable for all rent until keys are returned.
- We will use the **I&C Form** you completed to evaluate the move-out condition. Deductions may be made from your Security Deposit, as explained in your Lease.

- **Security Deposit** will be reconciled within 30 days of move out and all tenants providing management company with their forwarding addresses.
- A forwarding address **MUST** be provided at move out. If no forwarding address is provided in 90 days, the deposit will be mailed to the home tenant rented with "please forward" on the envelope. There will be a \$50 charge to reissue security deposit checks.
- **Disputing the Security Deposit Refund Amount:** Within 10 days of receiving the security deposit refund or statement, which is presumed to be three days after the postmark date or upon actual receipt, whichever is earlier, the Tenants must dispute the security deposit refund or statement amount by sending a written letter to **Aggieland Houses** detailing the Tenants' specific objections to the security deposit refund or statement. **If the Tenants do not dispute the amount of the security deposit refund or statement in writing within 10 days, the Tenants hereby acknowledge and agree that they knowingly waive their right to dispute the amount of the security deposit refund or statement.**
- **Disputes received within 10 days of delivery will be carefully reviewed. Responses will be final, and no further disputes will be seen.**
- **Be sure to submit all evidence with original dispute.**
- **Only ONE dispute per home will be reviewed. Be sure to collectively dispute charges.**

**MOVE-OUT**

- **Tenants are required to keep utilities on until their move out date. Any utilities disconnected before move out date, will be charged back to tenants along with a \$25 charge.**
- Your carpet has been professionally cleaned before your move in. You must have the carpet professionally cleaned upon vacating or you will be charged for carpet cleaning. An invoice from the company who did the work must be presented as proof of work done.
- It is recommended that Tenant review the Cleaning Procedures at move out.
- **ALL TRASH MUST BE TAKEN TO THE CURB. ANY TRASH LEFT ON PROPERTY, EVEN IF PILED BY A TRASH CAN, WILL BE REMOVED AT THE TENANTS EXPENSE.**

**ATTENTION:**

**THERE ARE NO VERBAL AGREEMENTS MADE BETWEEN AGGIELAND HOUSES AND ITS OWNERS OR ITS TENANTS!**

*(FOR EXAMPLE: NEW CARPET, NEW APPLIANCES, PETS AND ANIMALS, UTILITIES)*

**WE HAVE READ AND AGREED TO ALL THE CONDITIONS AS STATED IN THESE MOVE-IN RULES AND REGULATIONS.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date