

## ***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>. (unless otherwise stated in Residential Lease). 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. The post office is not the agent of receipt for rental payments, if the rent payment is not received in the office by the 3<sup>rd</sup>, it is considered late, regardless of when it was postdated. 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:** Rent is due on the 1<sup>st</sup> and considered late after the 3<sup>rd</sup> of the month (unless otherwise stated in the Residential Lease). Rent can be paid one of the following ways:
  - Resident Access Portal via [www.aggielandhouses.com](http://www.aggielandhouses.com) (Website malfunctions do not justify as an excuse for late rent.)
  - Mailed to: 4121 SH-6 South, Ste. 210, College Station, TX 77845. For the purposes of paying rent and any late charges, the post office is not the agent of receipt for Landlord (the postmark date is not the date Landlord receives the payment).
  - Dropped in-person to the office address at 4121 SH-6 South, 2<sup>nd</sup> floor, College Station, TX 77845 during regular business hours.
  - Placed in our drop box located at the southeast corner of the building.
- If your bank refuses your check or electronic payment when presented for payment, a \$50 NSF fee will be charged regardless of the reason. In addition to the NSF fee, all applicable late fees will be charged as outlined in your Lease Agreement.

### **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 all utility connections.** 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.
- 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. (Most homes have a bi-monthly HVAC service scheduled at the owner's request. You are still required to change the filter on the months the service is not provided).
- 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 the home was professionally treated for fleas, or the service will be ordered and deducted from your security deposit. Feel free to call our office for a preferred Pest Control vendor.
- You must provide, upon move-out, a receipt showing that your carpet was professionally steam cleaned and treated for pet odor, or the service will be ordered and deducted from your security deposit. Feel free to call our office for a preferred Steam Cleaner vendor.
- 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:** For the duration of the Lease Agreement and any subsequent renewals, resident is required to maintain and provide the following "Minimum Required Insurance Coverage": Property damage liability insurance in an amount no less than One Hundred Thousand and No/100 Dollars (\$100,000.00) for damages to Lessors/Landlord property with provisions covering, at a minimum, perils of fire, explosion, smoke, and accidental water discharge. All residents are eligible to participate in the Community's Renters Property Damage Liability Release Program (the "RiskRelease Program"). Tenant agrees to either (a) purchase an insurance policy from an insurance company of his/her choice in accordance with the terms and conditions of this Addendum or (b) Participate in the RiskRelease Program. The RiskRelease Program (i) releases a resident's requirement under the Lease to purchase and maintain property damage liability insurance in the minimum limit amount of \$100,000; and (ii) releases a resident's requirement to indemnify the Landlord for the Landlord's property damages arising from fire, smoke, explosion, water discharge or sewer backup caused by the resident's or resident guest's negligent acts or omissions in an amount up to \$100,000.
- **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. Refer to the **Cleaning Procedures Checklist** addendum.
- 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 that did the work must be presented as proof of work done.
- It is recommended that Tenant review the **Cleaning Procedures Checklist** addendum at move-out.
- **ALL TRASH MUST BE TAKEN TO THE CURB. ANY TRASH LEFT ON THE PROPERTY, EVEN IF PILED BY A TRASH CAN, WILL BE REMOVED AT THE TENANTS EXPENSE.**
- All cleaning/yard work/etc. must be finished on or before the lease expiration date (your move-out date). Should you not fulfill all these obligations, they will be completed for you by Aggieland Houses Management Services at your expense. Aggieland Houses Management Services will assess a \$100.00 coordination fee to schedule repairs/unfinished work.
- A move-out property assessment will be done at the property upon your surrendering. If the property is found to not be rent-ready and needs any make-ready work to be scheduled, the cost of the property assessment report will be charged to your deposit. The charge of the property assessment report is \$75.00. This property assessment

report is NOT scheduled with you upon surrendering. The property assessment report is performed by the property manager or a designated representative.

**ATTENTION:**

**THERE ARE NO VERBAL AGREEMENTS MADE BETWEEN AGGIELAND HOUSES AND TENANTS!**  
*(FOR EXAMPLE: NEW CARPET, NEW APPLIANCES, PETS AND ANIMALS, UTILITIES)*

Aggieland Houses reserves the right to amend the Move-In Rules & Regulations from time to time.

We have read and fully understand the above amendment.

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