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LANDLORD RULES AND REGULATIONS

These RULES AND REGULATIONS FURTHER EXPLAIN THE TEXAS ASSOCIATION OF REALTORS RESIDENTIAL LEASE AGREEMENT between the Owner of the Property (Landlord), and the below referenced Tenant, and are hereby incorporated into said Lease Agreement.

METHOD OF PAYMENT: Landlord requires that all rent and other sums be paid by personal check, ACH transfer, money order, cashier's check, or certified check. AT NO TIME will Owner's Agent / Landlord accept any rent payment sum in cash. The first month's rent payment and the security deposit cannot be paid by personal check. The Tenant's Name and property address must be preprinted on any personal check presented, no third party checks will be accepted and should Tenant at any time, and for any reason, have more than one personal check returned, Landlord hereby notifies Tenant that personal checks will no longer be accepted.

SHOWINGS: After written move-out notice has been received, whether or not Tenant authorizes a keybox to be placed on the Property by the Landlord (see Paragraph #16); the Property may be shown at reasonable times to prospective tenants. Tenant understands that failure to allow reasonable showings as well as keeping the Property "showable" during this time constitutes default of the lease, and the security deposit, in its entirety, can be forfeited for this reason.

TELEPHONE NUMBERS: Tenant is responsible for promptly (within 5 days) supplying current home and office telephone numbers to Owner's Agent / Landlord in writing and providing subsequent changes to employment addresses and/or telephone numbers.

REPAIRS: Tenant is expected to contact Owner's Agent / Landlord for any requested repairs, especially if Tenant wants Landlord to pay for the repair (over and above the deductible). Landlord WILL NOT REIMBURSE Tenant for any repair bills contracted by Tenant without prior written permission of Landlord. At no time is Tenant to deduct a repair amount from the monthly rent.

- The Landlord assumes no responsibility for any of the items that match the following description:

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- ❑ *Non-realty Items, Appliances that are not built-in or attached which includes refrigerators, freezers, washing machines, dryers, counter placed appliances such as toasters and microwaves, outdoor grilling equipment, televisions, audio equipment, satellite dishes and receivers.*

Those items, which may be in the premises, are solely for the Tenant's convenience. They may be unreliable. If the appliances should fail to operate, repairing them is the decision of the Landlord. Non-functioning appliances will be removed at Tenant's request at no charge, or Tenants can have them repaired at their own expense. However, no adjustment will be made in the rent. Any time the Landlord feels the appliances are unsafe or in poor working order or condition, Tenants hereby authorize Landlord to have access to the premises for the purpose of removing them, without prior notice, to prevent damage or harm.

- ❑ All other repairs: After the first 30 days of the Lease, Tenant will pay Landlord or any repairman Landlord directs Tenant to pay, the first \$100.00 of the cost to repair each condition in need of repair, and Landlord will pay the remainder, except for items Landlord is required to pay the full repair cost as required by Property Code, or items damaged by Tenants or misused, abused by Tenants or their guests and occupants.
- ❑ Tenant shall pay the total cost to repair all repairs caused by Tenant negligence, improper maintenance or damage resulting from the Tenant or a guest of the Tenant.
- ❑ Repair Requests and Completion of Repairs: All requests for repairs must be in writing and delivered to Landlord. Acceptable means of delivery are:
 - ❑ Tenant Portal: inetorealestate.com

- ❑ Mail: INETO PO Box 130789 Spring TX 77393

- a) All decisions regarding repairs, including the completion of any repair, whether to repair or replace the item, and the selection of repairmen, will be at Landlord's sole discretion. Landlord is not obligated to complete a repair on a day other than a business day unless required to do so by the Property Code. Landlord requires advance payment of repairs for which Tenant is liable. The advanced payment must be in the form of a cashier's check, money order, ach or certified check. If Tenant is delinquent in rent at the time the repair notices are given, Landlord is not obligated to make the repairs.

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MAINTENANCE: The Tenant is responsible to maintain a clean and sanitary residence. In addition to the Responsibilities listed in the Residential Lease Agreement, the Tenant at Tenant's Expense will:

- A. Keep the exterior of the home clean of mold and mildew. This includes washing the exterior walls, doors, windows, siding, walkway, patio, driveway, deck, flatwork, brick, stucco, stone, concrete, asphalt, wood, clean of mold and mildew.
- B. Removing debris from the roof, gutters and downspouts.
- C. Removing debris from dryer vents
- D. Removing debris from exterior HVAC condensing units. Periodically washing exterior HVAC condensing units of dirt and debris.
- E. Periodically testing irrigation systems for proper operation including adjusting watering schedules, adjusting spray nozzles, replacing broken or non-functioning spray nozzles, winterizing irrigation systems during cold winter months, de-winterizing irrigation systems during non-winter months.
- F. Trimming bushes in flower beds near the home to a height below the exterior windows.
- G. Trimming tree limbs to keep limbs from touching the home and roof
- H. Annually mulching flower beds
- I. Lubricating garage door rollers and hinges, and garage door opener chains.
- J. Periodically cleaning p-traps of debris and stoppages (**DO NOT USE DRAIN O OR OTHER PRODUCTS LIKE DRAIN O**)
- K. Properties with Septic Systems. Tenants are responsible to maintain the septic system. This includes adding chlorine tablets as needed, draining the septic tanks as needed, repairing aerobic sprinkler heads as needed.

FEES: The following fees can be charged to Tenant over and above any fees chargeable by the lease. These fees are charged as additional rent:

- A. if Tenant rekeys Property without Landlord's permission (\$25.00 + cost of rekey).
- B. if Tenant breaks or fails without notice to keep an appointment with a repairman (Repairman's minimum service charge or \$100.00) or property manager or management staff or vendors (\$100.00)
- C. if Tenant is notified of an inspection (periodic, move-out, etc.) by Owner's Agent / Landlord and fails to leave keyless deadbolt unlocked, or fails to remove pets or crate dogs, or otherwise prohibits Owner's Agent, Property Manager, Vendor or Landlord access for said inspection (\$100.00),

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- D. if Landlord or Landlord's Agent must appear in Court for a forcible detainer or like suit (\$110.00 / hr).
- E. Tenants agree to pay a \$15 processing fee for any correspondence sent to them as a result of a lease violation.
- F. Tenants will be charge a \$35 processing fee for any eviction notices sent to them as a result of tenant's default of this lease agreement.
- G. Unauthorized occupants are a \$500 rent charge per unauthorized occupant plus \$25 daily until such occupants vacate. Charge does not authorize occupancy.
- H. Tenant will be charged a \$500 rent charge plus costs of smoke removal for any inside smoking. Charge does not authorize smoking.

MOVE OUT: Tenant is to pay a Professional Carpet Cleaning Company to clean all carpets in the house after the tenant has removed their belongings from the home. A copy of the paid invoice from the Carpet Cleaning Company will be provided to the Landlord within 24 hours of the move out date of the tenant. Tenant's failure to provide a copy of the paid invoice or to have the carpets professionally cleaned will result in a charge to the Tenant for Carpet Cleaning Services.

Tenant hereby acknowledges that he/she has read the Lease Agreement and these Landlord's Rules and regulations thereto and fully understands the provisions of said Lease Agreement and Landlord's Rules and Regulations.

as Property Manager for Owner

Tenant

Tenant

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