



201 S. Lakeline Blvd, Ste 804
Cedar Park, TX 78613

Office: 512-740-8082
Fax: 858-777-7057

Landlord Rules & Regulations ^{v4.2}

All rules are in addition to the lease

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1.) Business hours are: Monday-Friday 9am-5pm

2.) All communication will be between Tenants and Property Manager only.

Tenant(s) are forbidden to communicate directly with the owner in any form or fashion. If tenant violates this clause, they will be subject to an eviction and or a non-renewal.

3.) Rent payment Instructions

- You will receive set up instructions for your portal prior to move-in. First months' rent must be paid through your portal 48 hours prior to move-in.
- The remainder of your lease will be paid via "Our specified software", or specified third party online bank draft company hired by 360 Properties. *360 Properties may change the system of payment at any time during said lease.
- You may set up auto payments or pay monthly through your portal.
- **If your rent is late or insufficient funds-** You are **not permitted to pay through your portal. *You must pay with certified funds only for that month via cashier's check or money order only.*** Your payment must include all NSF and late fees unless 360 Properties approves differently. Payment must be dropped off at our office or in our drop box.
- **The last month of residency-** If a pro-rate is due for the last month's rent, The following must be completed by the tenant:
 - Verify your pro-rate amount is accurate on your portal for your last months' rent prior to paying your rent. If it is not correct you must contact our office immediately.
 - Log into your tenant portal and deactivate your auto payments if you have previously set that up. This must be completed no later than 5 business days prior to the 1st day of the last month.
 - Log into your portal and send a "One-time payment" for the pro-rate due on or before the 1st day of your last month's rent.

**If a refund is needed due to your negligence, an Admin fee will be assessed. See Resident fee outline for cost associated.*

4.) Renters insurance is required for the duration of your stay, and proof of the following below must be provided prior to move-in. *Keys will not be provided until a copy of your policy is received by our staff.

- Policy must be in effect during the entire duration of residence
- 300k minimum liability coverage

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- 360 Properties LLC, must be named as an additional interest on the policy at all times.
- 60k of additional content coverage must be added on top of your personal content coverage.
- Water Endorsement coverage must be added.
- Dog liability coverage must be added if a pet present. In addition, the tenant incurs all liability and cost if the animal harms bite someone.

**If property damage occurs a claim will be filed on the tenant policy. Tenant agrees to promptly sign 100% of check/proceeds for damages, over to 360 Properties LLC within 24 hours.*

5.) Air Conditioner Filters

\$15 per month will be added to your rent and shipments will arrive every 3 months with the exception of the high-density large system filters that need to be changed every 6 or 12 months (landlord will specify per property).

TENANT shall properly install the filter within two (2) days of receipt.

Tenant(s) will be financially responsible for any repairs to the HVAC system that may be caused by your negligence if filters are not changed or installed improperly when delivered.

6.) Inspection's

- At any time during said lease the property manager can schedule a walk-thru inspection of the home with 24-hour notice. *Inspection may be done by a third-party vendor.

7.) Repair Requests

- All requests must be in writing and submitted through your AppFolio portal.
*If it's an emergency you must also call (512) 740-8082 and leave a message or call 911 if applicable.
***Appliances; Refrigerators, Washer, Dryer, water softener, built in bbq grills, and countertop microwaves are provided as a courtesy. Landlords will not be responsible for repairs or replacement.** If the tenant decides to replace non-working appliance mentioned above, 360 Properties must be notified and installation must be completed by an approved professional. Receipt must be provided to your property manager.
- Any neglected repairs will be charged to tenant.
- If damage is tenant caused, tenant will responsible for all cost associated with repair.

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- If a repair request is made with no actual repair needed, tenant will be responsible for all associated contractor costs/service call fees, and is payable to 360 Properties, LLC within 24 hours.
- 360 Properties LLC and or the Landlord will not be responsible for the compensation of food loss due to refrigerator failure.

8.) Early Termination- Assignment, Subletting, Replacement Tenants 28(b)

Must be approved by Landlord Representative first. Short term vacation rental subletting is forbidden and will cause immediate eviction proceeds if taken place at the property at any time. In addition to the lease terms in section 28(b)1-5, all tenants on the lease will be responsible physically and financially for the following before moving out.

- Electricity, Water, and Gas will remain turned on in your name until new tenant move's in.
- Cost of changing locks, property manager will hire locksmith and bill you for the entire cost.
- See "Move out check list" for everything in addition to this list that is expected from you before keys are turned in.

8.) Yard Maintenance 17(B)

Please read your lease, you are responsible for more than just cutting the lawn, and edging. *If yard service is included with your rent, you are still responsible for watering, fertilizer, and weed prevention. If you do what is required then a better looking, more mature lawn is the result.

- If lawn care responsibilities are not taken care of the landlord will hire a lawn service company at the tenant's expense.
- If the yard is not properly maintained, then any expense the landlord incurs to fix this negligence will be charged back to the tenant.
- You must water the yard and bushes regularly, so that the yard stays healthy, green, and alive.
- Treat the yard with fertilizer and weed killer.
- Bushes must be trimmed and kept up.
- You must maintain landscaping beds in a weed free manner, and maintain an adequate level of mulch.
- At the time of move-out fresh mulch must be applied to all landscaping beds.

9.) Move out Requirements

- **60 Day Notice to vacate must be provided with the proper form on our website and no other forms of written notice will be accepted. A forwarding address**

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must be listed on your notice to vacate form or provided within 30 days after your move-out. Failure to do so will result in a forfeit of your security deposit and will credited to 360 Properties, LLC as an admin fee.

- **Utilities Providers:** Electric, and water must be left on in your name for 5 days after your move-out. Manager will do a walk-thru within 3 business days after you move out, and must be able to inspect everything with electric and water turned on. If they are not left on for the required amount of time, you will be charged for any connection fees, and daily rates for the 5 days.
- See "Move out check list" for everything in addition to this list that is expected from you before property is surrendered.
- Tenant will surrender the property and all access devices to 360 Properties, LLC by 12pm (noon) on the last day of the lease. Access devices are not limited to: Home keys, Mail box keys, community gate controls, garage door openers, and community pool keys or passes.

10.) Last 60 days of occupancy

A sign and lock box will be placed on site and showings will occur. You will be given 1-hour notice prior to showings. If you have animals that are aggressive with strangers they must be crated or put in the back yard. Your additional responsibilities are as follows:

- The home must be clean, tidy, free of foul odors or strong-smelling food, all belongings off counter tops and stored inside the cabinets. Beds made, and no dirty dishes in the sink.
- All occupants must vacate the home during scheduled showing times.
- All valuables, prescriptions, firearms, and weapons must be locked up in a safe or taken offsite.
- The yard must be mowed and maintained regularly. Especially during the last 60 days of your lease while showings occur.

The better the home looks the quicker it will lease and showings will cease. A fine equal to one month's rent will be deducted from your security deposit if cooperation is not given during this time by any or all of the occupants.

11.) Additional Rules/Requirements

- **Smoking-** Smoking of any kind is NOT allowed inside the property at any time. This also applies to vapor cigarettes/pipes, and illegal drugs of any sort. All applicable fees will be charged for all attempts to remove odor including but limited to; entire home to be primed, re-painted, deodorized, professionally cleaned, and new carpet throughout home.
- **Water turnoff valves**, and all **breaker boxes-** Be sure to familiarize yourself with the location in the case of an emergency.

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- **Parking on the lawn is not permitted.**
- **Interior and exterior painting-** Painting must be approved through management beforehand. If un-authorized painting occurs, tenant will be charged for all costs associated with professionally painting back to original color.
- **Key pad entry mechanism's & security alarms-** If the home is equipped with such device's code(s) will be provided to tenant at the time of move-in if available. Security alarm monitoring is at the tenant's expense and when activated you must notify 360 Properties, LLC immediately and provide all security codes. Tenant is not permitted to change pre-programmed codes unless approved by 360 Properties, LLC. Also, the new code(s) must be provided to 360 Properties, LLC within 24 hours from the time it was changed.
- **Water Softener **If applicable-*** An adequate level of salt must be maintained at all times. Any damage to the system due to negligence will be at your expense.
- **Water Filters **If applicable-*** Are at the tenant's expense and responsibility to change when needed.

By initialing and signing each page of this addendum you acknowledge that you have read every page in full, and will abide by the rules stated during the period of your lease.

Tenant printed name: _____

Tenant signature: _____ Date: _____

Tenant printed name: _____

Tenant signature: _____ Date: _____

Tenant printed name: _____

Tenant signature: _____ Date: _____

Tenant printed name: _____

Tenant signature: _____ Date: _____

Landlord's Representative Name: *360 Properties, LLC; Nicole Martin*

Landlord's Representative Signature: _____ Date: _____

Tenant Initials: _____, _____, _____, _____