



RESIDENTIAL LEASING, PROPERTY MANAGEMENT, & SALES
Landlord's Rules & Regulations: Special Notices

Homeowner Association (HOA) & Community Association Regulations: Many neighborhoods are additionally managed under an HOA. Our experience is that as long as our Tenants are in compliance with Lease requirements, they will also be in compliance with the HOA rules. The following are examples of common violations and should be avoided in order to avoid HOA fines being assessed to the Landlord (and due a Tenant in turn):

- a. Excessive vehicles, commercial vehicles, or recreational vehicles (ie. boats, trailers, RV's) being parked on the property;
- b. Oil leaks in driveway, disabled vehicles or vehicle repairs being done on property;
- c. Holiday lights not removed after season;
- d. Basketball goals, skate ramps, etc. in view;
- e. Garbage cans left in view after scheduled pick-up day;
- f. Overgrown yards, high weeds or weeds growing in flower beds, walkways not edged;
- g. Satellite dishes not authorized by the HOA and/or management;
- h. Excessive or noisy pets, or behavior by occupants that disturbs the neighbors (ie. loud stereos).

If an HOA assesses any fine, Recar & Associates will additionally assess a \$25.00 fee to the Tenant to administer notifications, inspections, and management follow-up of the infractions.

Common Fee Assessments: Recar & Associates commonly charges administrative fees as follows: Rental Verifications for Mortgage Applications - \$35.00; Roommate Changes or Change of Parties to the Lease - \$100; HOA Violations (in addition to fees assessed by an HOA) - \$25.00; or other fees as stipulated in the Lease Agreement. Certified Mail reimbursements to Landlord, as required for sending certain legal notices, will be charged at actual amount of postage.

Unauthorized Pets: Dogs commonly known as aggressive breeds (including, but not limited to: Pit bulls, Dobermans, Chows, Rottweilers and/or mixes wherein those breeds are most dominant in appearance) are not allowed on the Property for any reasons.

Keys/Remotes and Locking Devices: Tenant is responsible for keys during occupancy. Tenant should keep extra copies of keys available in case of lock out or lost keys. If access is required after office hours, Tenant may call a locksmith at Tenant's cost. Otherwise, Tenant may obtain a replacement key from management during office hours for a \$25.00 fee. Tenant will be charged \$100.00 for each pool key, remote control device, or access card not returned upon move out.

Under the Texas Housing Statutes, all rental properties are required to be equipped with certain locking devices. Keyless deadbolt locks are designed for your personal security when you are in the property, but are not recommended for use when you leave the property. Garage door openers can sometimes malfunction; if keyless deadbolts are locked from the inside and there is no other way into a property, Tenant will be charged for whatever means is required by Landlord to gain entry.

Maintenance Repairs: During your occupancy, the home may require occasional repairs. Depending on the nature of the repair and available resources, completion times for maintenance requests will vary. Because Recar & Associates does not own the home, some situations may require the vendor to submit a bid for the needed work that requires us to contact the Landlord for approval; some delay may occur during this process. Management will expedite your repairs as quickly as we can.

Concerning Property at: _____

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| _____ | _____ | _____ | _____ |
| Tenant | Date | Tenant | Date |
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