

## Addendum to the Lease (Attachment A)

1. Once the lease agreement is signed, you accept the property in its current condition. No repairs will be completed after move in.
2. Mail Box Key - Please bring an executed copy of your lease to the area post office to obtain a mail box key. The fee for this is the tenant's responsibility. If you should receive mail for the owner, please forward to the property manager.
3. You can pay your rent online, personal check, money order or credit card.
4. The owner is responsibility for the annual HOA fee. The tenant is responsible for the fee charged for pool or facility access.
5. Rent is due on the 1<sup>st</sup> and late after the 3<sup>rd</sup>. If rent is not received by 5pm on the 3<sup>rd</sup> of each month late fees will be assessed. This does not change due to weekends or holidays. Late fees will be assessed for payments not receive in full by the 3<sup>rd</sup> and will continue until the account is paid in full. If payment will be late, please email management at [texasstarmgmt@gmail.com](mailto:texasstarmgmt@gmail.com).
6. The property manager will schedule a walk on the property every 4-6 months at the discretion of the property manager. Any property that is not maintained will result in legal action and/or non-renewal of the lease.
7. Upon move-in, the Tenant will be provide a Move -in Inventory and Condition form to be completed by the tenant and returned to the Property Manager with 5 days of the move-in. This is for your protection. If the Inventory and Condition form is not returned to the Management Company, any damages found to the property at move-out will be charged to the tenant.
8. Upon move-out, the tenant is responsible for scheduling a walk of the property no later than 5pm the last day of the lease. All utilities need to be on for the walk. Carpets need to be professionally steam cleaned. Once the property is walked by the property manager, the tenant will no longer have access to the property. All keys and remotes need to be turned in at that time.
9. After the first month's rent. Personal checks are accepted. If a check is returned NSF or any other reason, personal checks will not be accepted the remainder of the lease. The rent will need to be paid by money order or cashier's check.
10. Tenant will be assessed all charges related to filing for eviction. The current cost for serving a 3-day vacate notice is \$50 and the eviction fee is determined by the court.

\_\_\_\_\_ (Tenants Please Initial)

11. Tenant at the tenant expense, shall change the Air Conditioning/Heating filters monthly. Landlord or Landlord's Agent may do inspections at reasonable times to check the condition of the filter. Tenant is responsible for any damage caused by tenant's negligence.
12. Tenant will pay all fines assessed by the homeowner's association due to tenant's violation of any deed restriction. Warning letters will be issued by our office before fines are assessed so that tenant can remedy the problem.
13. Tenant shall take all precautions to protect pipes from freezing during cold weather. Any breakage or damage resulting from tenant's failure to take precautions will be charged to the tenant.
14. Refrigerators, washer, dryer, ceiling fans and garage door openers are courtesy items and shall be the responsibility of the tenant to repair should service be necessary. If you choose not to repair the item, it has to stay at the property.
15. Pest control shall be the expense of the tenant.
16. All repair request shall be emailed to the property management company with a detailed description of the problem. Also include a number that you can be reached. The email is [texasstarmgmt@gmail.com](mailto:texasstarmgmt@gmail.com). If the tenant is delinquent at the time of repair request, Texas Star Management or the owner is not obligated to make the repair.
17. Property manager will allow NO reimbursement to tenants for repairs performed and/or ordered by tenant without prior written authorization.
18. Keep the property manager updated on any change in contact information for the tenant. Email the property manager with any changes.

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Texas Star Management Date