



# Texas Longhorn Equities

## LEASE CHANGE POLICY

ALL CHANGES MUST HAVE WRITTEN CONSENT FROM TEXAS LONGHORN EQUITIES. TEXAS LONGHORN EQUITIES IS NOT REQUIRED TO ACCEPT OR APPROVE ANY OR ALL CHANGES.

**Pet Fee:** Once a pet fee has been paid, it is non-refundable.

**Roommate Changes:** Cost = 25% of Monthly lease plus Application Fees

1. Advise all parties that new or changed roommate must qualify before any changes are made. New roommate must bring in Application plus Application Fee.
2. If application is approved, 25% fee must be brought in before Lease change is made. All parties must come in and sign the lease change on the same day.

Deposits will not be refunded or redone to accommodate tenants. All deposits will transfer to staying tenants. Any deposit that is owed to a tenant who is opting out of the lease must be handled through tenant agreements and not through TLEC. At the end of the lease, any deposits owed will be paid to existing roommates.

TLEC does not guarantee new roommates will be accepted. Additional Security Deposits may be required with roommate changes.

### **Early Termination of Lease with consent of TLEC:**

If over 60 days until lease contract ends: Paperwork Fee (85% of Monthly lease contract), 100% of all turn cost, all move in specials if during the original lease term, all advertising cost, and any cost billed to owner due to charges on unit caused by lease termination. Tenant must continue to pay rent and utilities as stated in lease until day new tenant starts paying rent. Deposits may not be used to pay rents or prorates.

1. Tenant must give written notice of intent to move.
2. Tenant may advertise unit and attempt to lease, but all applications must come through TLEC.
3. Paperwork Fee of 85% must be paid upfront.

If 60 days or under until lease contract ends: All advertising cost, or any cost billed to owner due to charges on unit caused by lease termination. Tenant must continue to pay rent and utilities as stated in lease until day new tenant starts paying rent.

Deposits may not be used to pay rents or prorates.

1. Tenant must give written notice of intent to move.
2. Tenant may advertise unit and attempt to lease, but all applications must come through TLEC.

If all these policies are not followed, lease will go into default. Default cost add Collection Cost, Court Fee, Interest allowed by Law. Account will be placed in collection and credit agencies will be notified.