

Additional Special Provisions

6735 Camp Bowie Blvd Fort Worth, TX. 76116 OFFICE physical office address effective 5/1/18

Tenant _____ TENANT _____

ADDRESS: _____

I have read and agree with #1 thru #27 of the provisions sheet _____, _____, _____, _____.

- 1. Rent is due on/or before the 1st of each month. We prefer you to pay your rent online through your tenant portal. This is a free service if you pay via ACH. If you pay with a credit/debit card there is a fee added to your payment. Payments may be dropped off at the office during normal business hours or left in the drop box outside our door. **PLEASE DO NOT PUT CASH IN THE DROP BOX.** In addition,

Payments can be sent to the following address:

TXLEC
P.O Box 121789
Fort Worth, TX 76121

- 2. Late Fees – Weekends and holidays do not excuse the rent from being late. Late fees are added on the 4th of the month. Fees are \$100.00 initially and then an additional \$5.00 per day thereafter. Late rent payments made after the 10th of a month must be in the form of a money order or a cashier’s check. **NO EXCEPTIONS.** All payments will be credited first to deposits owed, then to late fees and other charges, and then to rent owed.
- 3. **Refrigerators** – Most of our units **do not** come with a refrigerator. If your unit does have a refrigerator and it breaks, you will be responsible for replacement. We do not guarantee any refrigerators. (Report to the office if it stops working)
- 4. **Garage door openers** – Units do not come with openers/controls, except in Crowley, in Waco and in some Weatherford locations. If you wish to purchase openers or have a garage door opener installed, you may do so at your expense. If remote stops working replace battery or purchase a universal remote from home depo or lowes at your own cost.
- 5. **Parking/Vehicles** – Tenant(s) may not have more than 2 vehicles permanently parked at the property. No boats, trailers, construction vehicles, commercial vehicles, or RV(s) will be permitted to be parked on the property, unless they are kept in the garage and with prior TLEC approval. Inoperable vehicles cannot be stored in the driveway.
- 6. **No trampolines or swimming pools are allowed.**
- 7. Tenant is responsible for their own pest control inside and outside, except for wood destroying insects, i.e. termites or carpenter ants. This includes any bedbug treatments, rodents or other pests/insects.
- 8. Repairs – **Any repairs may be called in at 817-560-4900**, submitted via email, or submitted through your **Tenant Portal** on our website www.txlec.com. **The after-hours emergency number is 817-382-8028 or 817-720-7474**
- 9. **Repairs to be paid for by the tenant are:**
 - a. Cost for all wastewater stoppages, unless it is caused by a break in the line or tree root damage.
 - b. Any property damages caused by tenant or tenant’s family and/or guests.
 - c. Any damages caused by break-ins.
 - d. All damages to windows, doors and screens, including windows and doors being left open, break-ins, mowing activities, vandalism and weather.
 - e. Tenant understands that they are responsible for these damages and TLEC will be reimbursed for all costs associated with these damages within 7 days of notification by TLEC. These damages **MAY NOT** be reimbursed by tenant’s security deposit.
- 10. **If at any time a notice of delinquent rent has to be sent out (3 Day Notice to Vacate), the tenant will be charged the certified mail fee/admin fee of \$12.50.**
- 11. **Early termination of a contract – IF a tenant is approved for early termination of an active contract, the tenant must pay a reletting fee charge equal to 3 times the rent amount. They will also forfeit all deposits. A 30 day notice to vacate must be submitted IN WRITING OR THROUGH THE WEBSITE UNDER “FORMS”.**
- 12. **Tenant’s general responsibilities:**
 - a. Keep the property clean.
 - b. Remove trash appropriately and keep the yard and surrounding areas clear of trash/debris.

- c. **Supply and replace A/C and furnace filters monthly.** A good time to change your filter is when you receive your electric bill.
- d. Supply and replace all bulbs and smoke detector batteries.
- e. Take precautions to prevent broken pipes due to freezing.
- f. Promptly notify landlord of all needed repairs.
- g. Know where the main water cut off valve and electric breakers are located

*******NO PAINTING*******

13. Carpets are to be professionally steam cleaned by the TLEC vendor after vacating the unit. **TLEC will have them cleaned and deduct the cost from your deposit.**

2 bedrooms	\$150.00**
3 bedrooms	\$175.00**

**** Basic cleaning (extra degreasers, stain treatments, pet enzyme treatments, or repairs will be an additional cost).**

- 14. TLEC will control cycle times of units with sprinkler (except Crowley). All changes to the sprinkler timer must be made and approved by the TLEC. **Tenant is responsible for the water bill.** Please inform the TLEC if any repairs are needed.
- 15. **Lawn care** – Grass must be cut regularly if your lease states that you are responsible for yard care. If your grass is longer than 6", we will cut your grass without prior notification and you will have the charge posted to your ledger.
- 16. **Leases for six months and under are responsible for 100% of the turnaround expenses (i.e. painting, cleaning, and repair of damages).**
- 17. **Lease violations** (see Pg. 1 of the TAA Lease) and special provision violations are subject to a \$100.00 initial fine and a \$10.00 per additional day in violation fine.
- 18. **NO VISITING ANIMALS** – All animals must meet TLEC requirements prior to the animal being brought to the property. Fines will be imposed.
- 19. Satellite dishes may be attached to the roof shingles. **Tenant is responsible for any leaks or damages to the roof caused by the dish being installed.**
- 20. **Lock-Out Service is NOT provided by TLEC.** In the event of a lock-out, the tenant may get another key from the TLEC office during normal business hours, or tenant may call the TXLEC locksmith at **tenant cost.** Weatherford Locksmith #271-596-4436 (TRAVIS)
- 21. Attic access is **not authorized** without written permission from TLEC. **Resident will assume all liability when entering the attic.**
- 22. A **\$45.00 trip charge** will be added to your account if maintenance goes out on a requested maintenance call and is unable to enter the unit. Leave privacy locks unlocked if you have requested maintenance. **WE WILL NOT ENTER A UNIT IF THERE IS NOT AN ADULT (over the age of 18) PRESENT. WE WILL NOT ENTER THE UNIT IF THERE IS AN UNCONTAINED DOG PRESENT.**
- 23. You must obtain and keep a valid renter's insurance policy for the duration of your lease. If you do not have a renter's policy at any time **Forced insurance will be placed on your ledger with a charge of \$12.50 per month being added to your rent. Note: Our policy will NOT cover your personal belongings.**
- 24. Upon vacating the property – **ANY TRASH LEFT BEHIND WILL BE AN AUTOMATIC \$250.00 CHARGE! NO EXCEPTIONS!**
- 25. Power and water must remain active from the lease start date through the day noted on your notice to vacate form.
- 26. **Living in the garage space is NOT permitted, as it is not equipped with utilities, A/C or ventilation.**
- 27. If the property requires **cleaning** after the tenant has vacated the property charges range from **\$150-\$250 depending on the level of Cleaning that is needed.**

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____