



Landlord's Rules and Regulations And Other Useful Information

1. iMaT Property Mgmt Group, Inc. has performed a walk through inspection of the property prior to tenants moving in. The tenant has been advised to fill out the Move-In Inventory and Condition form and return to it to us within 7 days of moving in. If the move-in inventory form is not completed, any damage found to the property upon the move-out inspection will be charged to the tenant.
2. **VERY IMPORTANT!** To ensure a smooth transition, please note, that it is the responsibility of the tenant to have all utilities transferred into their name. The lighting of the pilot lights for the water heater and furnace is also the responsibility of the tenant. iMaT Property Mgmt Group discontinues service the day before your move in. We will be happy to supply you with the numbers to the utility companies.
3. We require that all rent be paid by personal check, money order, cashier's check or through our website at www.iMaTpm.com. Shortly, a link will be emailed to you that will assist you in setting up your online account. Please know every time you use this online feature there will be a charge of 50 cents for each transaction. At no time will we accept any rent other than the full amount. The first month's rent and the security deposit and any pet fees must be paid with certified funds. It cannot be paid online. At any time and for any reason, should more than one personal check be returned, iMaT Property Mgmt Group will notify tenant that personal checks will no longer be accepted.
4. Tenant is required to carry appropriate renters insurance including at least \$300,000.00 in liability coverage. A copy of the policy naming iMaT Property Mgmt Group and your landlord as an additional interest/insured shall be kept on file at our office.
5. Tenant at tenant's' expense shall change the A/C filters every month. We may do inspections at reasonable times to check the condition of the filters. Tenant is responsible for any damage to the HVAC system caused by the tenant's' negligence.
6. During the last 60 days of the lease, we will place a sign and lockbox on the property to facilitate the showing of the property to prospective tenants or buyers. The tenant agrees to make the property available for showings at reasonable times while the home is on the market. Failure to do so constitutes a default of the lease agreement. After 5 declined or missed showings or failure to make the property available, the tenants understand and agree the security deposit will be forfeited in its entirety. The tenant also agrees to keep the property in "showable" condition (meaning clean and orderly) during this time as well.
7. Pest Control shall be responsibility of the tenant, including but not limited to keeping ants out of the outdoor air conditioning units. Wood destroying insects, such as termites will be the responsibility of the landlord.
8. Any Property that has had a pet on the premises must treat for fleas upon move out. Please supply our office with the receipt.
9. All repair requests shall be in writing with a detailed description of the problem and any pictures uploaded and reported to www.iMaTpm.com.

10. Emergency repairs are defined in paragraph 18 of the lease agreement and the Texas Property Code. Please read this portion of your lease agreement. Tenant shall first call 911 first and then call us at 713-569-0453.
11. Tenant is financially responsible for all damage, breakage and/or misuse of all property that is included in this lease agreement. Repairs will be performed by a contractor of the landlords' choice and billed to the tenant.
12. Smoking is not allowed on the leased premises.
13. Landlord will not reimburse tenant for repairs performed and/or ordered by the tenant without prior written authorization.
14. In the event of legal action or eviction proceedings against tenant, tenant agrees to pay all of the applicable court costs and a \$250.00 processing fee to iMaT Property Mgmt Group, Inc.
15. Cars and other vehicles must be parked on paved surfaces, not on the lawn.
16. The property is located in a homeowners association and tenant is required to comply with all HOA deed restrictions and covenants. Tenant will be charged \$10.00 for every deed restriction violation notice received by landlord.
17. Tenant will not alter the property in any way without prior written consent from the landlord. This includes painting or installing permanent fixtures.
18. Tenant will not place placards, signs or any item such as bicycles, garden hoses or non-operational motor vehicles where they can be viewed by other neighbors or by the general public.
19. Within 7 days of your move in, we will have the locks rekeyed. Tenant agrees not to rekey the locks without first notifying us and supplying us with at least 2 keys.
20. No animal/pet of any kind will be allowed on the property without prior express written consent from the landlord. Should one be found that is not authorized, the tenant will be charged \$500.00 and then \$5.00 a day until animal has been removed. If any authorized pet digs holes in the yard or damages any portion of the property, it is the sole responsibility of the tenant to repair any and all damage.
21. Tenants shall not store flammable, combustible or explosive substances near the water heater or furnace.
22. Residents shall conduct themselves and require other persons on the premises to conduct themselves in a manner that does unreasonably disturb other neighbors or constitutes a breach of the peace. Tenants shall not make or permit any disturbing noises on the premises if it disturbs or annoys other neighbors.
23. Illegal drug related criminal activity will not be tolerated on or near the property by any tenant or member of the household. Acts of violence or threats of violence including but not limited to, brandishing weapons or unlawful discharge of firearms on or near the property will not be tolerated. The parties agree that violation of any or all of these provisions shall be a material violation of the lease and will be cause for immediate termination of the lease.
24. Only occupants listed on the lease agreement shall occupy the property. Any deviation from this requirement will automatically terminate the lease agreement. Under this agreement, an occupant
25. is defined as anyone who spends more than 14 nights on the property during any one month period.
26. Tenant is responsible for promptly reporting current home, business and cellphone numbers to

