

# *Tree Realty, LLC*

## *Policies and Procedures*



### **Security Deposits:**

Due 48 hours after application approval in a cashier's check or money order made payable to Tree Realty, LLC.

### **Pet Fees:**

A \$300 non-refundable pet fee is due before pet occupies the dwelling. A pet agreement must be signed. (No aggressive breeds)

### **Utilities:**

Tenant is responsible for turning utilities on in the home and providing the office with the account numbers before move-in.

### **Mailbox:**

Tenant is responsible for obtaining the mailbox key from their local United States Post Office. (Copy of the lease will be required to show post office)

### **Inventory and Condition form:**

This form will be filled out by the tenant at move-in and is due back into our office within 48 hours.

### **Maintenance Requests:**

All maintenance request are required to be in writing. You will log in to the online portal to make all maintenance request. (For after hour maintenance emergencies please call 512.718.2424)



## Tenant Responsibility (Maintenance):

1. Yard Maintenance (mow, edge & weed removal)
2. A/C filters must be changed monthly
3. Pest control inside and out
4. Light bulbs/fluorescent lights
5. Maintaining Smoke detectors
6. Reporting any major maintenance issues



## Move-out Procedures:

Professional cleaning and carpet shampoo required with receipt provided to the office. Keys will need to be arranged with office to be dropped off. (Move-out counseling with our office staff is available)

I have thoroughly read the above policies and procedures and agree to these terms:

Signature\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

