



4515 Manchaca Rd. Ste. 100 Austin, TX 78745
512.444.1300 phone 888.821.2254 fax

GENERAL MOVE-OUT INSTRUCTIONS

Please refer to the paragraphs in your lease pertaining to Move-Out and Security Deposit Deductions. This list is not inclusive and is meant to assist you.

1. Lease completed, 60- day written notice with move-out on the last day of the 2nd month following the month in which notice was given.
2. Forwarding addresses given to Management upon vacating property.
3. Keys and Remote openers (if Applicable) returned.
4. Carpet professionally cleaned and deodorized, paid receipt turned in with keys. If pets were present at property, carpets and yard should be treated for fleas and receipt provided to management.
5. Unit clean including all appliances, windows, walls, fans and fixtures, baseboards, paid receipt turned in with keys.
6. Yard mowed, trimmed and leaves bagged and removed from property.
7. All repairs done before vacating including patching of nail holes, repainting to match original paint, repair of texture, etc.
8. Any oil stains removed from garage and driveway.
9. Sweep out Garage.
10. Screens on windows and in good shape.
11. Windows cleaned.
12. Blinds in good shape and cleaned.
13. Replace all burned out light bulbs.
14. Large scuff marks removed from walls (use magic eraser)
15. All nails holes filled, painted original color, repair texture, touched up as necessary. Note: if paint touchups are visible, entire wall must be painted. Color to be approved by Management.
16. Replace all air filters.
17. All garbage and belongings to be hauled away at move-out. If “garbage” day is missed, tenant to haul garbage off property.
18. Haul off all Trash, garbage cans should be empty.

Move out instructions have been discussed with the tenants.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Landlord: _____

Date: _____

If you have any questions regarding move-out instructions or expectations, please call me at 512-779-8993 at least 3 days prior to move-out.

SECURITY ATTACHMENT FOR RESIDENTS

REMEMBER: THE BEST SAFETY MEASURES YOU CAN TAKE ARE THE ONES YOU YOU CAN PERFORM AS A MATTER OF COMMON SENSE AND HABIT. PLEASE CAREFULLY CONSIDER AND FOLLOW THESE SAFETY SUGGESTIONS:

1. Lock your doors and latch your windows ... even when you are inside.
2. If you have night latches or dead bolts on the doors, use them while you are inside your dwelling.
3. When answering the door, determine who is there by looking through a window or peephole. If you do not know the person, first talk with them without opening the door, and don't open the door until you are satisfied.
4. It is strongly recommended that you do not loan out your keys.
5. Do not put markings on your key rings to identify your name or address.
6. If you are concerned because you have lost your key or because someone whom you distrust has a key, ask the management to re-key the locks. You have a statutory right to do so, provided you pay the cost of re-keying in advance.
7. Keep the phone numbers for emergency medical services, the police or sheriffs department handy.
8. Periodically check your smoke detector for dead batteries or malfunctions.
9. Periodically check your door locks and window latches to be sure they are working properly.
10. Immediately report to the management (in writing, dated, signed, and acknowledged) any malfunction of latches and safety devices outside your dwelling unit such as broken gate locks, burned out common exterior lighting, etc.
11. Close curtains, blinds, and window shades at night.
12. Mark or engrave identification on valuables.
13. Please remember that if our home is provided with an alarm system, that it is your responsibility to initiate the service and to maintain the system. The owner/manager makes no representation as to the operation of any security system that may be provided for your home, and you agree to accept all responsibility for the system. Even the most elaborate security precautions (such as alarm systems, security guards, patrol cars and electronic gates) are not a guarantee against crime. You should always proceed as if such security systems did not exist. All systems are subject to mechanical malfunctions, tampering, and human error.

PERSONAL SECURITY ... WHILE OUTSIDE YOUR DWELLING UNIT

1. Lock your doors while you're gone. If you have a dead bolt lock it, too.
2. Leave radio or TV playing very softly while you are gone, particularly while on vacation.
3. Close and latch your windows while you are gone, particularly while on vacation.
4. Use light timers when you're out in the evening, or go on vacation.
5. Tell your roommate or spouse where you're going and when you'll be back.
6. If walking at night, walk with another person.
7. Do not hide a key under the doormat or flowerpot.
8. Do not give entry codes to guests or strangers.
9. Arrange for your newspaper delivery to be stopped if you are on vacation.
10. Check the back seat before getting into your car.

GENERAL: Captex Properties and its employees, agents and sub-agents make no warranty about the crime rate in any area/or community. Prospects and residents are advised and encouraged to obtain information relating to crime from the local police authorities.

Acknowledgment of receipt of this form.

Initial of Tenants: _____, _____, _____, _____ Initials of Landlord _____

**LEASE ATTACHMENT FOR DRUG-FREE HOUSING
IN CONSIDERATION OF THE EXECUTION OR RENEWAL OF A LEASE, THE DWELLING UNIT
IDENTIFIED IN THE LEASE, OWNER AND RESIDENT AGREE AS FOLLOWS:**

1. Resident, any member of the resident's household, or guest or other person under the resident's control shall not engage in criminal activity, including drugrelated criminal activity, on or near project premises. "Drug-related criminal activity" means the illegal manufacture, sale, or use, of a controlled substance (as defined in section 1-02 of the Controlled Substances Act 2 U.S.C. 802)
2. Resident, any member of the resident's household, or guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, or near the community premises.
3. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, and drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs any location, whether on or near community premises or otherwise.
5. Resident, any member of the resident's of the household or a guest or other persons under the resident's control shall not engage in acts of violence or threats or violence, including, but not limited t the unlawful discharge of firearms, on or near the community premises.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF RESIDENCY.** A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material non-compliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of the attachment and any other provision of the lease, the provisions of the attachment shall govern.
8. This Lease Attachment is incorporated into the lease executed or any renewal this day between landlord and resident.

Tenant Signature / Date

Tenant Signature / Date

Landlord Signature / Date

Landlord Signature / Date

HOUSEKEEPING ATTACHMENT

Stuck Doors: As the weather changes in Central Texas, your doors will swell with the moisture and then dry out as the dampness subsides. Please keep this in mind before having your door adjusted.

A/C Furnace Filters: It is ESSENTIAL that A/C filters be changed monthly or according to instructions on filter.

Garbage Disposal: Always run cold water in your garbage disposal while grinding food. This will wash the remains down the line and keep the sink from clogging up. Check the reset button on our garbage disposal if it does not work and make sure the switch on the counter wall is turned on. Remember that if you have something jammed in the blades and we send a repairman out to unclog, the bill is your responsibility. Use the "chuck key" that fits into the hole under the garbage disposal to turn and loosen stuck items such as dishrags, etc. Turn the key while at the same time gently pulling on the rag. Do not put potato peelings or large amounts of pasta in the garbage disposal. Before running the dishwasher, run hot water down the drain and run the disposal. This will keep your dishwasher and your disposal healthy and unclogged, as they share a common drain line.

Sink: Never pour grease down the kitchen sink, bathroom sink, or the commode. Use a coffee can and place a lid on it until trash pickup.

Gas Furnace: If our gas heater is not working, check the pilot light to make sure it is lit. Southern Union does not light pilots. The same goes for your gas cook stove.

Commode: If your commode is leaking from the valve in the back (on the wall) please turn the water off at that valve and call us for maintenance. If it is stopped up, depending on what is found in it, i.e. Sanitary napkins, tampons, paper towels, toys, and etc., the bill will be your responsibility.

Bugs/Pests: It is your responsibility to keep pesticide out for sugar ants, roaches, and water bugs when appropriate. The store will have a variety of pesticides for usage in these cases. In Central Texas there are numerous species of bugs and mammals. They all have their season of disturbing the residents who live in their area. We do not spray for scorpions, spiders, or other insects that live in the area. Your local department or hardware store has insecticides that you should be able to control them with. Keep your garage and yard clean and tidy. Scorpions & snakes like to hide under piles of wood, stones or trash.

Switches not Working: If your switches or plugs to your electricity all of a sudden do not work, check the GFI button and your breakers first. If these appear to be okay, then call for maintenance.

Bathroom Drains: An inexpensive way to keep your bathroom drains clear of oil and hair build up is to pour baking soda into the drain. Let set for about 15 minutes and then pour vinegar in it. It will foam back up and may need to be done more than once, but this does a good job of environmentally cleaning your drains without chemicals.

Mold/Mildew: If you experience mildew on the windowsills, mix a quart spray bottle of water and a tablespoon of bleach. Spray carefully on spots so as not to drip into the carpet. The same can be done around your bathtub edge and shower. Mildew forms where it tends to stay damp.

Resident Signature & Date

Resident Signature & Date

Landlord Signature & Date

Landlord Signature & Date

Attachment to Lease Non-Smoking Property

The following terms, conditions and rules are hereby incorporated into the Rental Agreement for the above unit. These terms are effective for the full duration of the lease and any extensions.

- No-smoking policy:** Due to the increased risk of fire, increased maintenance costs, and the health effects of secondhand smoke, Landlord is adopting the following **NoSmoking Policy**, which prohibits smoking inside the property to include the garage areas and within 10 feet of building(s) including entry ways, porches, balconies and patios. This policy applies to all residents, guests, visitors, service personnel and employees.
- Definition:** The term "smoking" means inhaling, exhaling, breathing, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco product or similar lighted product in any manner or in any form.
- Landlord not a guarantor of smoke free environment:** Resident acknowledges that Landlord's adoption of a No-Smoking Policy, and the efforts to designate portions of the Property as non-smoking do not make the Landlord or any of its managing agents the guarantor of Resident's health or of the smoke free condition of the non-smoking portions of the Property. However, Landlord will take reasonable steps to enforce the No-Smoking Policy. Landlord is not required to take steps in response to smoking unless Landlord has actual knowledge of the smoking and the identity of the responsible Resident.
- Landlord disclaimer:** Resident acknowledges that Landlord's adoption of a nonsmoking living environment, and the efforts to designate portions of the Property as non-smoking does not in any way change the standard of care that the Landlord has under applicable law to render the Property any safer, more habitable or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims any implied or express warranties that the Property will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warranty or promise that the Property will be free from secondhand smoke. Resident acknowledges that Landlord's ability to police, monitor or enforce this Attachment is dependent in significant part on voluntary compliance by Residents and Residents' guests. Residents with respiratory ailments, allergies or other condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this Attachment than any other Landlord obligation under the rental agreement. **The following terms, conditions and rules are hereby incorporated into the Rental Agreement for the above unit. These terms are effective for the full duration of the lease and any extensions.**
- Lease violation:** Residents are responsible for the actions of their household, their guests and visitors. Failure to adhere to any of the conditions of this Attachment will constitute both a material non-compliance with the rental agreement and a serious violation of the Rental Agreement. In addition, Resident will be responsible for all costs to remove smoke odor or residue upon any violation of this Attachment.

RESIDENT SIGNATURE/DATE LANDLORD SIGNATURE /DATE

RESIDENT SIGNATURE/DATE LANDLORD SIGNATURE /DATE

BED BUG ATTACHMENT

The undersigned tenant acknowledges and agrees to the following:

1. The Tenant agrees and understands that Bed Bugs are a serious pest infestation and the Tenant is to notify the Landlord and/or Landlord's Agent of any Bed Bug infestation in the property immediately
2. The Tenant agrees to cooperate with any treatment of Bed Bugs and allow the Landlord and/or Landlord's Agent to have an authorized contractor treat the premises for Bed Bugs
3. The Tenant agrees to vacate the premises if necessary for the treatment and eradication of Bed Bugs.
4. The Tenant agrees to take precautions to avoid any infestation of Bed Bugs and if treatment is necessary, they agree to follow any post treatment of Bed Bugs as necessary.
5. The Tenant understands that control of any Bed Bug infestation relies on the cooperation of the Tenant. Failure to cooperate could lead to termination of the Tenant's lease.
6. In the event of a conflict of this attachment and any other provisions of the Rental Agreement, the provisions of this attachment shall prevail.
7. The Tenant agrees to pay any periodic, preventive, or one time extermination costs desired by Tenant, including chemical or heat treatment for bed bugs, unless otherwise required by law.
8. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

This attachment incorporates the provisions above into the rental agreement.

Captex Properties Representative Date

Tenant 1 Date

Tenant 2 Date

Tenant 3 Date

Tenant 4 Date

CHILD SAFETY ATTACHMENT

The undersigned tenant acknowledges and agrees to the following:

1. The Tenant agrees to properly supervise or to provide proper supervision for all under age residents and guests in the property.

2. The tenant agrees to immediately notify the Landlord and/or Landlord's Agent of any of the following problems that could affect child safety during the course of their tenancy.
 - Any non-working smoke and carbon monoxide detectors
 - Any non-working doors, handles, and lock
 - Any non-working windows and window latches
 - Any unsafe window coverings or window cords
 - Any problems with electrical, plumbing, heating, ventilating, and air-conditioning systems
 - Any problems with unsafe flooring

3. The tenant is to provide the following if they have children under 12:
 - Electrical outlet covers throughout the property
 - Install non-slip strips in the shower and bathtub
 - Provide proper trash receptacles and arrange for trash pick-up
 - Install child-proof latches in storage areas
 - Provide barriers for bannisters and railings for very small children

4. In the event of a conflict of this attachment and any other provisions of the Rental Agreement, the provisions of this attachment shall prevail.

5. ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

This attachment incorporates the provisions above into the rental agreement.

Captex Properties Representative Date

Tenant 1 Date

Tenant 2 Date

Tenant 3 Date

Tenant 4 Date