



Securing Your Property Once Application is Approved

Once your application is approved you and the lease has been prepared you will get an email with specific guidelines for securing the property. It will read similarly to this sample email:

"Dear Future Resident,

The lease packet should be in your inbox by now from Ziplogix or DocuSign. If you believe you should have received it already, please check your spam folder.

Please log in and sign. The signature order is Resident 1, then Resident 2, then Property Manager. The next person in line will not see the email from Ziplogix until the previous person has signed. If you are seeing the Ziplogix email, it is your turn to sign.

The items needed to secure the house are the following.

-Signed lease.

-Cashiers check or money order in the amount totaling \$XXXX (XXXX security deposit+ \$XXX pet deposit (if applicable)) made out to Westbank Management dropped off at 4515 Manchaca Rd Ste#100, Austin, TX 78745. Kathy is in the office at 9-4 PM Monday through Friday. PM dropbox is located on rear of the building labeled David Johnson Realty. Please label the envelope with the property address you are moving into. The certified funds needs to be dropped off to the office to take the unit off of the market.

-On or before your move in date, a cashier's check or money order of \$XXXX (1st months rent of \$XXXX, \$150 admin fee, \$XXX pet admin fee (if applicable)) made out to Westbank Management dropped off at the same address.

-Copy of Vaccination record, proof of spay/neuter for you pets (if applicable)

- Confirmation # for electric only utility swap with City of Austin prior to move in. Water and gas stay in our name.

- Copy of renter's insurance naming Captex Property Management and Property Owner as additional insureds/interests. The Property Owner's name can be found on the first page of the lease.

Please let me know if anything is not clear.

Sincerely, Property Manager"

