

Complete Property Services LLC

LANDLORD'S RULES AND REGULATIONS

These RULES AND REGULATIONS FURTHER EXPLAIN THE TEXAS ASSOCIATION OF REALTORS RESIDENTIAL LEASE AGREEMENT between the Owner of the Property (Landlord), and the Tenant(s).

METHOD OF PAYMENT: Rent can be paid online through www.paylease.com. You have separately been provided instructions for paying the rent on line. If a tenant is unable to pay electronically, rent payments can be mailed to Complete Property Services LLC, 2429 Bissonnet #545, Houston, TX 77005. DO NOT HAND DELIVER RENT TO OUR OFFICE OR MAIL STATION. Rent is due the 1st of the month, late after the 5th. Pay rent and other sums by personal check, money order, cashier's check, or certified check. AT NO TIME will Owner's Agent / Landlord accept any rent other sum in cash. The first month's rent and the security deposit cannot be paid by *personal check, the Tenant's Name and property address must be included on any payment* . Should the Tenant have more than one personal check returned, personal checks will no longer be accepted.

SHOWINGS: After written move-out notice has been received, whether or not Tenant authorizes a keybox to be placed on the Property by the Landlord (see Paragraph #16); the Property may be shown at reasonable times to prospective tenants. Tenant understands that failure to allow reasonable showings as well as keeping the Property "showable" during this time constitutes default of the lease, and the security deposit, in its entirety, can be forfeited for this reason.

CONTACT INFORMATION: Tenant is responsible for promptly (within 5 days) supplying current home and work telephone numbers and email addresses to Owner's Agent / Landlord in writing and providing subsequent changes to emails and/or telephone numbers.

REPAIRS: Tenant is expected to contact Property Manager for any requested repairs at 713.395.1466 or klopez@foreps.com , Landlord **WILL NOT REIMBURSE** Tenant for any repair bills contracted by Tenant without prior written *permission of Landlord*. **At no time is Tenant to deduct a repair amount from the monthly rent.**

FEES: The following fees can be charged to Tenant over and above any fees chargeable by the lease: a) if Tenant rekeys Property without Landlord's permission (\$25.00 + cost of rekey). b) if Tenant breaks or fails without notice to keep an appointment with a repairman (repairman's minimum service charge + \$25.00) or manager (\$25.00) c) if Tenant is notified of an inspection (periodic, move-out, etc.) by Property Manager / Landlord and fails to leave keyless deadbolt unlocked, or fails to remove pets, or otherwise prohibits Manager or Landlord access for said inspection (\$75.00), if Landlord or Landlord's Agent must appear in Court for a forcible detainer or like suit (\$75.00).

Tenant hereby acknowledges that he/she has read the Lease Agreement and these Landlord's Rules and regulations thereto and fully understands the provisions of said Lease Agreement and Landlord's Rules and Regulations.

for Complete Property Services LLC Date
as Manager for Landlord

Tenant Date

Tenant Date