



6410 Southwest Blvd., #204  
Fort Worth, TX 76109  
(817)796-9921  
www.traversepm.com  
Office Hours Monday – Friday 9:00 am – 4:30 pm  
After-Hours Maintenance Emergency (817)796-9921

## Policies & Procedures

### **Move-Out Notice**

Before moving out, you must provide Traverse Property Management a **30 day advance written move-out notice**. (Page 1 ¶ 4. A.) Once the move-out notice is received, we will start marketing and showing the property for lease. If property is not made available for showing, resident may be subject to a penalty equal to one month's rent, as well as a trip charge fee. (Page 6 ¶14.)

### **Rent Payments**

Rent is due on the 1st day of the month and is considered late after midnight on the 3rd day of the month **regardless of delivery method**. Rent is to be paid online through the Tenant Portal. You may log into your Tenant Portal through Rentvine login at [Sign In \(rentvine.com\)](https://rentvine.com). For assistance, please text or call (817)262-9717. All payments received will be applied to the oldest charges prior to the current rent charge. Cash will not be accepted. (Page 2. & 3. ¶ 5. -8.)

### **Pets**

A pet deposit is required for all pets. Residents wishing to acquire a pet after the lease has commenced must submit a written request & receive written authorization from TPM prior to obtaining a pet. Pets, when allowed, must be kept on a leash when outside of fenced areas. Residents violating pet regulations are subject to additional charges, as per your lease, and may be asked to vacate the property, or remove the pet. (Page 3 ¶ 9.)

### **Security Deposit**

An accounting or refund of the security deposit will be provided to the resident within 30 days of the resident surrendering possession of property and providing a forwarding address. (Page 4 ¶ 10. C.)

### **BBQ and Grills**

All grills and BBQ equipment must be operated at least 15 feet from the building. City codes (and HOA regulations if applicable to your residence) must be followed always. (Page 5 ¶ 12. C.)

### **Attics**

Resident is not to access attic for any reason other than changing an A/C filter (if applicable only) without written authorization from owner or agent. Resident will assume all liability when entering attic space without authorization.

### **Parking**

Inoperable and unlicensed vehicles will be towed away at tenant's expense. No vehicles, boats, trailers, campers, or large trucks are allowed on the lawn at any time. (Page 6 ¶ 13.)

\_\_\_\_\_ Initial



**Move-In Condition Form**

Please return form within 5 days of move-in, along with photos. If not submitted, the move-in condition of your residence will be deemed clean and in good working order. (Page 7. ¶ 15.)

**Trash Removal**

Trash and recyclables must be placed in appropriate containers at street curb. Municipalities usually offer 4 large trash pickups annually, at no charge. At move-out, contact municipality for scheduling a large pick up if needed. If owner pays for water, please contact office for schedule. Resident will be responsible for all charges of trash removal. (Page 8 ¶ 17. A. (2))

**Air Conditioning**

As stipulated in your lease agreement, resident is responsible for keeping the filters clean and replacing them at least once every three months. **Replacement of the HVAC filter is required by the tenant.** If the compressor does not come on, please check all breakers before reporting the problem. There will be a charge assessed for resetting tripped breakers. (Page 8 ¶ 17. A. (3))

**Light Bulbs**

As stipulated in your lease, all light bulb replacement, including florescent bulbs, is the duty of the resident. (Page 8 ¶ 17. A. (4))

**Smoke Alarms**

In order to test the smoke alarm, it is necessary to press the “push to test” button on the alarm for about 5 seconds. If operating properly, the alarm will sound. Tenant understands that if the smoke alarm is battery operated, it is tenant’s responsibility to ensure that the battery is in operating condition always. If, after replacing the battery, the smoke alarm will not operate, tenant must inform TPM immediately as outlined in the lease agreement. (Page 8 ¶ 17. A. (4) & Page 11 ¶ 20)

**Antennas, TV, Cable & Dish**

These items are left by the owner for convenience purposes only. They will not be repaired or replaced. Satellite dish mounting requires authorization from Traverse Property Management. **Please contact our office before installing a satellite dish on the property.** (Page 9 ¶ 17. D. (5))

**Pest Control**

Resident is responsible for all interior and exterior pest control and extermination, including treatment for bed bugs. This includes periodic, preventative, or additional services desired by resident. (Page 8 ¶ 17. A. (9))

**Carbon Monoxide Detectors**

Carbon Monoxide is an odorless, colorless, toxic gas produced by the incomplete burning of various fuels, including coal, wood, charcoal, oil, and natural gas. The current Texas Property Code does not require owners to install carbon monoxide detectors in rental properties. If the property rented is heated by gas, has a gas water heater, gas stove, or if vehicles are parked in an attached garage, tenants are strongly recommended to purchase carbon monoxide detectors. (Page 8 ¶ 17. A. (6))

**Plumbing**

**Plumbing repairs found to be due to resident negligence will be charged to the resident.** (Page 8 ¶ 17. A. (7) & Page 10 ¶ 18. D. (2) (d)) The owner is responsible for only those stoppages caused by tree roots, kinks in main line, and lines deteriorated from age.

\_\_\_\_\_ Initial



**Reporting Maintenance**

Please submit all maintenance work requests on the Tenant Portal for prompt attention by our Maintenance Department. The Tenant Portal may be accessed through [Sign In \(rentvine.com\)](http://rentvine.com) (Pages 8 ¶ 17. A. (13))

**Lawn Care**

Yards are to be mowed and edged regularly. Shrubs are to be kept trimmed and cut back. See your lease for the watering instructions specific to your residence. If your residence is equipped with an automatic sprinkler system, please set your lawn mower so that it does not damage sprinkler heads. If sprinkler system is not operating due to resident neglect, tenant will be charged for any repairs. (Page 8 ¶ 17. B.)

**Marble and Granite**

Do not clean with abrasive powders. Use cleaners that are designed for man-made products. Damage to marble, granite, or ceramic tile, due to negligence will be the responsibility of resident. (Page 10 ¶ 18. D. (2) (a))

**Security Alarms**

Some properties have existing alarm systems. Monitoring and permit fees are to be paid by the resident, unless otherwise specified in lease. Such systems are not a guarantee of your personal safety or security, and they are not a guarantee against criminal activity. Remember to please call the police (911) first if trouble occurs or if potential crime is suspected. (Page 11 ¶ 19.)

**Keys**

A key will be made and given only to residents on the lease. All charges relating to a lock out will be the responsibility of resident. Resident should not rely on the garage door as sole source of access to property.

You cannot change the locks yourself. **Re-keying the property without KPM permission is a serious lease violation.** All notices or requests by Tenant for rekeying, changing, installing, repairing, or replacing security devices must be in writing. Installation of additional security devices or additional rekeying or replacement of security devices desired by Tenant will be paid by the Tenant in advance and must be installed only by contractors authorized by our office. A key must be given to TPM.

**Electrical**

If the outlets in baths, kitchen, or outside of the property do not work, locate the GFI breaker and press the reset button before submitting a maintenance request. Service calls resulting from tripped GFI breakers will be the responsibility of resident.

**Appliances**

Dishwashers: Use only automatic dishwasher detergents. Automatic soap dispensers will not be repaired in event of malfunction. Disposal: Do not put bones, stringy vegetables (celery, corn husks, etc.), spaghetti, coffee grounds, strings, cigarettes, paper, eggshells, etc. in the unit. If unit stalls, press the reset button on unit. Repairs resulting from resident negligence will be charged to resident. Oven: If oven does not heat, check the timer and make sure it is set on manual. Do not use oven cleaner on continuous cleaning ovens for any reason. Refrigerators, washers, dryers, ceiling fans: These items are left by the owner for convenience purposes only. They will not be repaired or replaced, unless stated otherwise in lease. Garage Door Openers: Owner is not responsible for providing, repairing, or replacing remotes. No additional remotes will be provided in the event of loss or damage. (Page 10 ¶ 18. D. (2))

\_\_\_\_\_ Initial



**Carpet Cleaning**

Carpets will be professionally cleaned at time of move-out with cost deducted from resident’s security deposit. (Page 12 ¶ 26.)

**Fence**

Since it is difficult to ascertain ownership of fences, authorization for repairs or replacement is not guaranteed.

**Insurance**

Insurance coverage maintained by the owner does not protect residents from loss by fire, theft, water damage, etc. [Per the lease, if a door or window at your residence is damaged, as in the case of a break-in, the resident is responsible for the cost of the repairs. (Page 10 ¶ 18. D. (2) (b))] Residents are strongly encouraged to obtain a renter’s insurance policy to protect their household goods and personal property. Rental insurance is the best protection against unexpected disasters! (Page 15 ¶ 34. H.)

**Communication**

I understand it is my responsibility to notify Traverse Property Management of any future changes in my email address or phone number in writing.

**Miscellaneous**

Traverse PM has access to the property; There are several reasons why property managers or maintenance staff may need to enter the home. According to the lease anyone authorized by Landlord will attempt to first contact the Tenant but may enter the Property at reasonable times without notice to rekey or make emergency repairs, or inspect condition, etc... We do not provide access keys to vendors for routine repairs and tenants must schedule all work directly and be available to allow vendors to complete the required work.

The lockbox is to remain at the property during the tenancy and left at the property at move-out. In the event an eviction is filed, \$350.00 fee will be added to the tenant’s account, regardless of the outcome of the filing, and must be paid in full along with outstanding balance to dismiss the filing.

**There is no smoking allowed inside the property, this includes the garage.**

**Signatures:**

1.) \_\_\_\_\_

Resident Signature / Date

2.) \_\_\_\_\_

Resident Signature / Date

3.) \_\_\_\_\_

Resident Signature / Date

4.) \_\_\_\_\_

Resident Signature / Date

