



Dear New Homeowner:

Welcome to the Peace of Mind Family! Below listed is a summary of key points pertaining to your new property management agreement.

**Owner Approved Rent Range:** \$ \_\_\_\_\_ to \$ \_\_\_\_\_

By initializing below, you acknowledge that you have authorized Peace of Mind Property Management to adjust the asking rental rate not exceed or go below the above listed owner approved range. The adjustable market rate variance is determined on the direct area comps, days the asset has been vacant, volume of rental leads received, amount of property tours, etc.

**Management Agreement Summary**

- I acknowledge and understand that the agreed upon management fee(s) stipulated in my management agreement will be due every month that the property is occupied.
- I acknowledge and understand that property reserve of **\$500** will be either be paid upon commencement of the management agreement or deducted from the first month’s rent received by the resident in conjunction and in addition to any applicable leasing fee(s).
- I acknowledge and understand that all leasing **50%** and renewal fee(s) **25%** have been explained to me in full. These will be charged upon new lease and renewal lease terms and that these fee(s) will be deducted from my owner disbursement.
- I acknowledge and understand that there is a **10%** service coordination fee that will be added to all maintenance and contractor invoices that are processed including third party entities.
- I acknowledge and understand that there is an Annual Technology Fee of \$94.50 charged every January 1<sup>st</sup> of each year.

**Utilities**

- Yes, turned on under owner’s name
- Yes, turned on under Property Management
- Not turned on

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Owner Initial

### **Keys**

Describe the location of the keys left: \_\_\_\_\_  
\_\_\_\_\_

### **Codes**

Please provide the following if any:

- Garage code: \_\_\_\_\_
- Alarm code: \_\_\_\_\_
- Access code: \_\_\_\_\_
- Gate code: \_\_\_\_\_

### **Repairs**

Are you aware of any item, equipment, or system in or on the Property that is in need of repair?

- Yes
- No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

### **Does your Home have Warranty?**

- Yes**  
Company name: \_\_\_\_\_  
Policy #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_
- No**

### **Is the property professionally cleaned?**

- Yes
- No

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Owner Initial



**Water Softener**

- Yes
- No

**Homeowners Association**

- Yes
- No

**Please note that the property owner is still responsible for HOA fees**

**Re-Keying and Smoke Detectors**

Texas state law requires that the property be re-keyed between owners and tenants as well as between tenants. Law also requires the installation of all the correct security devices which include smoke detectors, door viewers, and additional door locks. This cost will range from \$80-\$450 depending on the code work that is required and the size of the property.

**Do you want to allow pets?**

- Yes, we wish to allow the following pets:
 

|          |      |                    |      |
|----------|------|--------------------|------|
| All Pets | Dogs | Dogs under 25 lbs. | Cats |
|----------|------|--------------------|------|
- No, we will **NOT** allow pets

**Pet Protections Coverage**

Peace of Mind Property Management wants to ensure that all of our owners have the protection they need when it comes to allowing pets inside of their property. With pet approval, Peace of Mind will cover pet damage to the property up to \$3,000 over the tenant’s security deposit.

For \$10 per month, additional pet coverage can be purchased to cover up to \$10,000 worth of pet damages

- Yes, we would like additional pet protection coverage for **\$10 a month**
- NO, we would not like additional pet protection

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Owner Initial



## **Owner Disbursements**

- Owner Disbursements are processed electronically no later than the 12<sup>th</sup> of each calendar month. We encourage all owners to have a personal reserve that would cover any expenses such as mortgage, insurance, etc. By doing this, it would ensure that in the slight possibility that there was an unexpected delay in the electronic disbursement process or if the anticipated rent was received later than the mandated due date that all expenses pertaining to your asset would be satisfied.

## **For Occupied Properties/ Change of Management**

Former Property Management Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **How were you referred to us?**

\_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peace of Mind Property Management, LLC

\_\_\_\_\_  
Date