



## Welcome home from Smart Source Realty!

Place this in a location for easy access

- Office hours are Monday-Friday 9:00 am – 3:30 pm, (512) 257-9836. Our office address is 1001 Cypress Creek Rd, Ste. 106, Cedar Park, TX 78613.
- For maintenance issues, call the office at 512-257-9836 x 205 for non-emergency service calls. Work orders can be submitted online by visiting: [www.smartsourcerealty.com/tenant-services/maintenance-request](http://www.smartsourcerealty.com/tenant-services/maintenance-request).
- Mail rent payments to PO Box 1735 Cedar Park, TX 78630. Make check payable to Chris Warren Realty LLC. You may also drop it off at our office. We have a drop box for after hour deposits. You may set up on-line payments through our tenant portal. Call the office to set up the tenant portal, and we will email you the link.  
All other rent inquiries are to be directed to bookkeeping at 512-257-9836.
- There is to be no smoking inside the property at any time. Smoking inside will result in fees for deodorizing and repainting of the unit.
- HOA has strict rules & regulations regarding the following items left in public view. ALL items must be placed out of sight (garage, backyard). Items left in sight will result in fines. Examples: BOATS, Watercraft, ATVs, Trailers, In-operable vehicles, Trashcans, BBQ grills, Toys, Roll away basketball hoops, Large commercial vehicles, Patio furniture, etc...
- You are responsible for maintaining the yard: mow, trim/edge and water. You will be responsible for fines incurred for HOA notices received.
- Parking of any vehicle on the lawn is never permitted.
- Pool keys / Codes can be provided upon request. Tenant balances MUST be paid in full & tenant will be required to pay a non-refundable pool key deposit, payable to Chris Warren Realty.
- Tenants are required to return all garage door opener remotes upon vacating. Failure to do so will result in a \$25 charge per remote. This will be deducted from tenant's security deposit.
- No Pit Bull dogs or any other aggressive breeds are allowed at any time. A list of unacceptable breeds can be provided upon request.
- Be sure to familiarize yourself with all water shut off valves and breaker boxes on the property.
- You will be responsible for paying for the repairs due to damages caused by your negligence.
- Any issues that adversely affect the property must be brought to management's attention. Failure to do so in an appropriate time frame will result in fees for damages done.

- All air conditioning filters are to be changed monthly at your expense. Repairs completed as a result of your negligence will be charged to you. Please pour a cup of bleach down condensation line each month.
- Property will be professionally cleaned and carpets cleaned after tenants have vacated.
- Cleaning Invoices will be deducted from the tenant's security deposit.
- Emergency Is: Uncontrolled running water, smell or presence of gas, fire , carbon monoxide or smoke, & select electrical issues.
- 24 Hour Emergency Services are not provided for : broken windows, doors, or locks, HVAC malfunction, appliance problems, minor plumbing issues, or roof leaks.
- Fire extinguishers are not provided by the landlord. Tenant may provide & maintain their own.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_