

Austin Landmark Property Services, Inc. CRMC®

Highlights of Policies and Procedures for the Application Process

Please take a few moments to review the following procedures PRIOR to making application for one of our properties.

1. Property will remain on the market during the approval process. Payment of the deposit is due immediately after approval.
2. Required funds prior to move-in are the required rent, security deposit, pet deposit and fees if applicable. These funds must be paid by cashier's check or money order. Personal checks will be accepted the second month of occupancy unless stated otherwise in the lease agreement. Multiple residents must pay with one check.
3. Persons approved to reside in the property as a Tenant-At-Will are not financially responsible under the lease, but must abide by the terms of the lease.
4. Rental payments are due in our office two days before the end of the month. There is a grace period for late fees until 11:59 PM on the first. If the due date falls on a weekend or holiday, funds must still be received in our office. We have a mail slot in our front door for your convenience. Late fees are due beginning the 2nd.
5. In order to protect your personal belongings, ALPS recommends all residents carry Personal Property & Liability (Renter's) Insurance. The owner's insurance will not cover any of your personal belongings.
6. Dogs must be at least 1 year old and weigh 35 pounds or less. No puppies are allowed. A non-refundable fee for the pet will be charged to process the application and prepare the forms. A refundable pet deposit will be charged for each animal. The rent may be increased per month for each pet. The following breeds will not be accepted in the property: Doberman, Chow, Pit Bull, Rottweiler and other large breeds. ALPS may require breed and weight information from a veterinarian. (Certain exceptions are made for special assistance animals such as seeing-eye dogs.)
7. Signing of the lease and/or possession of the property is scheduled during normal business hours (Monday-Friday, 9:30 am to 4:00 pm). You have 48 hours after your approval to sign your lease. As soon as you have received approval, make an appointment to come in and sign your lease. You should allow at least 1 hour for this procedure.
8. Applicant acknowledges that they are taking the property AS IS unless items stipulated in the special provisions section of the application are agreed to by the property manager. No VERBAL agreements by anyone at ALPS or any outside agent will be honored.

**Austin Landmark Property Services, Inc., CRMC®
(512) 794-8171
Licensed Real Estate Brokers in the State of Texas**