



Agave Properties Standard Procedures and Policies

Read all agreements thoroughly, if you have questions please contact our office. This is a legally binding document.

RENT

1. All rents are due in full on the 1st of each month. Full rent must be in our possession by 11:59 pm on the 3rd or postmarked by the 3rd. If rent is postmarked on the 4th, it is late.
2. Please note that payments can be made 24 hours a day through the tenant portal at www.agaveproperties.com.
3. There are NO excuses for late rent, in most cases late fees cannot be waived.
4. Late fees include an initial fee of \$50.00 plus \$15.00 a day, every day rent is not paid in full.

MAINTENANCE AND REPAIRS

1. For emergency repairs please call 512.619.4273. If you cannot reach us between the hours of 7pm - 8am, call Austin Drain and Air Rescue at 512.410.2415 to do the repairs. We have a relationship with this company, they will bill us. Any maintenance work initiated by the tenant, outside of the scope of this agreement will not be reimbursed and may be a violation of the lease.
2. For plumbing emergencies please secure the property, locate water shut off valves, etc.
3. For gas emergencies or if you have a true emergency, please do not call us. Call 911 or the gas company immediately. Leave the home, do not call from inside the property and do not turn on lights, etc.
4. All non-emergency maintenance / repairs must be reported to Agave Properties in one of three ways:
 - Via the Agave Properties' Tenant Portal found at www.agaveproperties.com. Tenants may sign up for this service at no charge. If you choose this option, please also check to be sure that all of your contact information is up to date. Maintenance requests received via the Tenant Portal will receive priority scheduling.
 - Via email submitted only to info@agaveproperties.com. Please include the best number to call to coordinate the maintenance / repairs.
 - Via the US Postal Service. Please include the best number to call to coordinate the maintenance / repairs.
5. We encourage our tenants to be energy efficient. Please be sure to: (1) Change A/C filters monthly and keep return air vents clean and free of lint and dust by vacuuming area. (2) Check dryer vent pipe often for buildup as this could cause fire. Clean out vent pipe as needed. (3) Use new energy efficient light bulbs when replacing old ones, this cuts utility costs. (4) Use cold water to do laundry. (5) Water yard twice weekly to keep healthy, don't over water. Water early in the morning. (6) Sprinkle ant repellent around perimeter of home to keep ants out of property and A/C units. Ants can short out the A/C units.
6. Any evidence that repairs are needed do to lack of attention to the details outlined in Paragraph 5 of Maintenance and Repairs may result in a charge to the tenant for the repairs.

Any violation of this agreement or lease agreement may result in fines and/or eviction.

Signature:

Date:

Print name