



2300 Greenhill Dr #250  
Round Rock, TX 78664  
512-439-3600 Fax 512-579-4220

### ACH DIRECT DEPOSIT AUTHORIZATION

Account Holder's Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_



## NOTICE TO PROSPECTIVE LANDLORD

You are hereby advised to have all documents you sign in conjunction with your property management agreement reviewed by an attorney of your selection.

Keller Williams Realty makes *no representations* regarding this property management agreement.

You acknowledge that you are entering into a property management agreement with GDA Property Management and not with Keller Williams Realty.

You further acknowledge receipt of this notice.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Owner Contact Information Sheet

Property Address \_\_\_\_\_

Owner 1

Owner 2

Owner's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email @ Home: \_\_\_\_\_

Email @ Work: \_\_\_\_\_

## Mailing Address

To: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Emergency Contact

Contact's Name: \_\_\_\_\_

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

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

Relationship: \_\_\_\_\_

## Insurance

Advise your insurance company that the property will be a rental unit. To protect your investment, the coverage amount should equal the actual cash value of your property. The management agreement requires owners to carry liability coverage to protect all parties. Texas insurance regulations require that any existing home owner policy be canceled. Provide us with copies of your insurance policy no later than 30 days after signing the management agreement.

Insurance Company: \_\_\_\_\_

Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Agent: \_\_\_\_\_ Agent's Phone # \_\_\_\_\_

## Home Warranty

Home Warranty Company: \_\_\_\_\_

Policy # \_\_\_\_\_

Service Phone Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- There is no home warranty for this property.
- I would like information on purchasing a home warranty.
- I do not intend to carry a home warranty.

## Monthly Statements

Where would you like your monthly statements sent?

To: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Security System

Security System: Y N Owned? Leased?

Security Alarm Code: \_\_\_\_\_

Company: \_\_\_\_\_

Phone # \_\_\_\_\_ Monthly Fee: \_\_\_\_\_

## Garage Door Opener

Number of Garage Door Openers: \_\_\_\_\_ Number of Remotes: \_\_\_\_\_

Garage Keypad Code: \_\_\_\_\_

Model: \_\_\_\_\_

Number of Garage Door Keys: \_\_\_\_\_

## Home Owner's Association

Is this property in a mandatory Home Owner's Association? Y N

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Pool Gate Code: \_\_\_\_\_

# of Pool Gate Keys: \_\_\_\_\_ # of Pool Gate Cards \_\_\_\_\_

## Owner Checklist

When is property available for move-in?

Date: \_\_\_/\_\_\_/\_\_\_

What date may we begin showing the property to prospective tenants? Date: \_\_\_/\_\_\_/\_\_\_

- Y N Is there a smoke detector on each level and in each bedroom of the property?
- Y N Can all exterior doors be unlocked from the inside without a key?
- Y N Are there burglar bars installed? If YES, are they in code? \_\_\_\_\_
- Y N Are all blinds which are being left behind in working order, clean and free from damage?
- Y N Are all windows, storm windows, and screens in place, clean and free from damage?
- Y N Do all windows open and close properly, lock and remain in position when open?
- Y N Have all personal items been removed from the property, including items in closets, cabinets, shed, garage, yard, and attic?
- Y N Have all shrubs been trimmed to a height no taller than window level?
- Y N Have all trees been trimmed to a minimum of 18 inches from the roof?
- Y N Have you mowed and trimmed the yard immediately before you moved out?  
(We may have to mow again if more than one week remains before a tenant is scheduled to move in.)
- Y N Are gutters properly attached, working, clean, and free of debris?

## Carpet Cleaning

Y N Are the carpets clean?

When is the last time the carpets were professionally cleaned? \_\_\_\_\_

Y N Do you want us to schedule carpet cleaning after you move out?

## Cleaning

Y N Is the home cleaned and in move-in condition?

Y N Do you want us to schedule general cleaning after you move out?

When was the last time the filters were changed? \_\_\_\_\_

Air filter size: \_\_\_\_\_ # of Return Air Vents: \_\_\_\_\_

Lease

Y N Is there an existing lease? If YES, please provide the following:

- Current Lease Application
- Current Security Deposit Agreement
- Current Move-In/Out Inventory and Condition Form
- Current Leasing Agreement Form

Y N Is your property currently being managed? If YES, please include a copy of your management agreement.

Y N Will you allow pets at the property?

Y N Does your property have a refrigerator?

Y N Does your property have a washer and dryer?

Is there any additional information that you feel we need to know?

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## Texas Lock Laws

Landlords in Texas are required to follow Property code requirements with regard to “Security Devices” in rental properties. Did you know failure to follow Texas Lock Laws allows your tenant a free and legal walk-away cancellation of the lease agreement? It also places the property owner in a position of greater liability in case of a break in.

Upon accepting a new tenant the owner must have all locks re-keyed. This expense cannot be passed on to the tenant, even if the tenant agrees. It is illegal to charge tenants for re-keying locks in the state of Texas. This re-keying charge is usually in the \$50.00 - \$75.00 range.

All exterior doors in the rental property must have a keyless deadbolt installed. The garage doors leading from the inside of the home into the garage is considered an exterior door. All exterior doors in the rental property must have a door viewer (peep hole) installed. The exception is where a glass window exists either in the door or directly beside the door that allows the occupants to see who is outside before opening the door. Any sliding patio doors must have a pin and a locking handle or a Charlie bar installed. Exit doors, such as an upstairs passage door leading to a balcony, are not required to have keyed deadbolts or locking doorknobs, but must have a keyless deadbolt installed.

The locksmith companies we use are experts on the Texas Property Code requirements and communicate changes as they occur. When we ask our locksmith to rekey or bring a property up to code, they also check all smoke detectors with smoke spray to make sure they are all functional. Each bedroom must have an operable smoke detector in addition to those that must be in a living area or hallway.

The first time a property is placed on the rental market the cost to the owner for bringing a home to current code is usually between \$200-\$300. Once the home is brought to code the cost is significantly decreased as the Property Code requires the home to be re-keyed upon move-in of new tenants. You will see fees like these on your owner statement whenever a new tenant takes occupancy and your balance will be reflected.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Authorization Agreement

I/We authorize GDAA Property Management to receive the keys and all files for the property listed below. This authorization is to be effective \_\_\_\_\_.

Account Information

Property Owner Name(s) \_\_\_\_\_

Property address: \_\_\_\_\_

New Property Manager: GDAA Property Management\_\_\_\_\_

Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

## Information About Brokerage Services

**B**efore working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

### IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

### IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

### IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License

Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

### If you choose to have a broker represent you,

you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3960.



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