

# New Home Move In Packet

We are so happy to welcome you to your new home! We are here to make your move in as easy as possible and want to make sure you have all the info needed for an enjoyable stay through the duration of your lease.

The following documents contain important information about your responsibilities, how to pay rent, and how to get in contact with us amongst other items. The last page needs to be signed and returned within 2 weeks of move in. Please let us know if you have any questions. Welcome to our family!

**Tenants’ Basic Property Maintenance**

Weekly Yard Maintenance:

1. Lawn care
2. Watering
3. Edging
4. Weed removal as needed in the lawn and beds

Monthly Maintenance:

1. A/C Filters
2. Water Softener

Quarterly Maintenance:

1. Gutters and roof cleaning. (Subject to location – May need more or less often.)

Spring Maintenance:

1. Fertilize Lawn
2. Power washing (exterior) if needed
3. Trim shrubs-plants (Add mulch to reduce weed growth!)

Fall Maintenance:

1. Fertilize Lawn

Cold Weather Maintenance:

1. Exposed Pipes (Wrap)
2. Sprinkler System Winterization

**Payment Instructions**

There are Four Ways to pay your Rent:

1. Online payment through [www.themanagementpros.com](http://www.themanagementpros.com)
2. Automatic Withdrawal – Form Provided – Contact our office for more information
3. Mail to: **Advantage Asset Management**

 **PO Box 9383 – The Woodlands, TX 77387**

1. Deliver to our office at: **150 Pine Forest Dr. Suite 301, Shenandoah, TX 77384**

Payments are posted effective the date received in our office. Using the traditional snail-mail process does not guarantee timely receipt. We encourage all tenants to register online and pay via the secure tenant payment portal. There are no additional fees for this service if using a bank checking or savings account

Go to: [www.themanagementpros.com](http://www.themanagementpros.com)

1. Click on the “Tenants” Tab.
2. Click on “Tenants Login” on the left side of the page.
3. To register, click on the “Register Now” button. You‘ll be sent an email containing your temporary password. When you log in for the first time you’ll be required to change your password..
4. Under the section “Lease Information”, click on the “Make a Payment” button. Please fill in our information. Click on “Continue” at the bottom of the page
5. On the next page, fill in your payment amount and your bank information. Click on “Continue” at the bottom of the page.
6. The next page allows you to review and then confirm the information entered. After you have confirmed, click the “Make the Payment” button.

**NOTE: You will receive a Confirmation, however, the payment is not actually made until the ACH Debit is presented and clears your bank. Our System does not recognize if you have entered incorrect information, please make sure to carefully confirm all Bank Information.**

**Maintenance Requests**

All Maintenance requests MUST be received in writing by email or via our website.

You can log in to: [www.themanagementpros.com](http://www.themanagementpros.com) and submit a work order request

OR

You can submit an email to: helpdesk@themanagementpros.com (please make sure to include your name, the property address, description of the issue/problem, and a phone number where you can be reached.

Non-emergency requests for maintenance can also be mailed to:

Advantage Asset Management

PO Box 9383

The Woodlands, TX 77387

**For Maintenance Emergencies:**

**ONLY AFTER HOURS, WEEKENDS OR HOLIDAYS:**

**CALL (936) 672-4176**

**Please leave a message and we will return your call as soon as possible.**

**Keys and Garage Remote Receipt**

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

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

Tenant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, tenant acknowledges receipt of the following:

(Insert the number of each that has been received.)

Door Keys: \_\_\_\_\_\_\_\_

Mailbox Keys: \_\_\_\_\_\_\_\_

Garage door Remotes: \_\_\_\_\_\_\_\_

Other keys:

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Lease Synopsis**

* **NO trampolines are allowed**
* **NO water furniture allowed**
* **NO aquariums over 5 gallons allowed**
* **NO smoking is allowed in the home or garage.**
* **NO above ground swimming pools or spas.**
* **NO boats, trailers, non-working vehicles should be parked in street or driveway**
* **NO parking allowed on or in the yard.**
* **DO NOT remove, change, add or rekey any lock. Call the office for any lock related issue.**
* **DO NOT REMOVE any smoke detectors or alarm detector.**
* **Rental Insurance is required. Proof needs to be provided within 5 days after move in.**
* NO pets are allowed without a pet agreement for ALL pets. Including: Birds, Fish, Snakes, Gerbils, etc. Call the office if you need any clarification or have any questions.
* **DEED RESTRICTIONS:** Please follow all the rules of the deed restrictions. Visit the POA website.
* DO NOT repair anything in the home. Email all work order requests. Follow up with the office within 1-2 business days.
* Change the Air Filter(s) every month.
* In order to avoid costly and permanent damage to carpeting, **carpets should be professionally cleaned at least every six months**. More cleanings may be needed depending on traffic and number of occupants.
* Lawn maintenance must be done regularly; weekly during the spring, summer and fall. Includes edging along all sidewalks, driveways and curbs, trimming shrubs, mulching flower beds and weed treatments-removal.
* **LATE FEES ARE STRICTLY ENFORCED**
* Rent payments are due in the office on the **first of the month**. Please mail on or before the 28th of each month to allow for ample time for mail delivery. You will be charged late fees per the lease agreement if the payment is not received on or before the 3rd.
* **HOLIDAYS and WEEKENDS:** Mail your rent payment in a timely manner, allowing extra time for weekends and holidays.
* You must inform the office if any additional persons will be living on the property.
* Use only small nails to hang pictures etc. DO NOT use plastic anchors, screws or large nails.
* All utilities must be kept on until the last day of your lease.
* Contact the office with any changes in your contact information: Phone, email, etc.
* Your sprinkler system must be winterized to prevent frozen pipe damage during the winter season. Your packet contains winterization instructions.
* You are responsible for PEST CONTROL
* You are responsible for wastewater stoppages including sinks, bathtubs, showers and toilets.
* **Upon move out residents are required to have the home cleaned and professional carpet cleaning of the home.**

**PLEASE KEEP YOUR LEASE IN A SAFE AND CONVENIENT LOCATION.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE OFFICE FOR VERIFICATION TO AVOID ANY COSTLY MISTAKES OR VIOLATIONS.**

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_