



Capstone Real Estate Services

Property Forms Manual

Reorder From:

WOOD Printing Company

1418 Seegar Street

Dallas, Texas 75215

(214) 421-7393

(800) 327-4892

Fax (214) 426-4020

orders@apartmentforms.net



CAPSTONE - ORDER FORM

SEND OR FAX ALL ORDERS TO: WOOD PRINTING COMPANY P.O. BOX 152569 DALLAS, TEXAS 75315-2569 (214) 421-7393 • (800) 327-4892 FAX (214) 426-4020		NO. OF PACKAGES	FORM NUMBER	PRICE PER PACKAGE	AMOUNT
APARTMENT NAME					
STREET					
BOX					
CITY		STATE	ZIP		
P.O. #		PROPERTY #			
DATE		ATTENTION			
SHIP VIA		<input type="checkbox"/> UPS <input type="checkbox"/> UPS 2ND DAY <input type="checkbox"/> UPS NEXT DAY			
SPECIAL INSTRUCTIONS:					
<input type="checkbox"/> Please Call About Printing Brochures or Stationary <input type="checkbox"/> Other:					
			\$ 10.00 Minimum	TOTAL ➡	

Capstone Forms

Form #	Item Description	Pkg. Qty	Price
C-001	On-Site Purchase Order(2pt. 1-color)	100	9.70
C-004	Traffic Report	50	12.15
C-005	Weekly Activity Report	50	12.60
C-006	Overdue Rent Notice	50	5.25
C-007	Exercise Contract Lien	25	6.90
C-008	Notice of Lockout	25	5.75
C-011	Petty Cash Report	50	8.40
C-012	Notice of Infraction	25	6.10
C-013	Incident Report	25	7.25
C-014	Notice to Vacate	25	4.25
C-016	Computation of New Net Available	50	8.15
C-017	Status Change (2pt.)	25	6.45
C-018	Notice of Returned Check(2pt.)	50	6.50
C-019	Maintenance Request	100	10.45
C-020	New Rental (2pt.)	50	6.20
C-021	Door Tags	200	15.10
C-024	Guest Card	100	6.10
C-025	Helpful Hints	200	13.90
C-028	Move Out	50	11.80
C-029	Wood Printing Supply Order Forms	25	Free
C-032	Budget Control Log	25	3.90
C-033	Advance Notice of Intent/Lockout	25	5.55
C-034	Freeze Warning	100	11.45
C-034H	Door Hanger - Freeze Warning	100	9.90
C-035	Property/Apartment I.D. Stamp	1	17.95

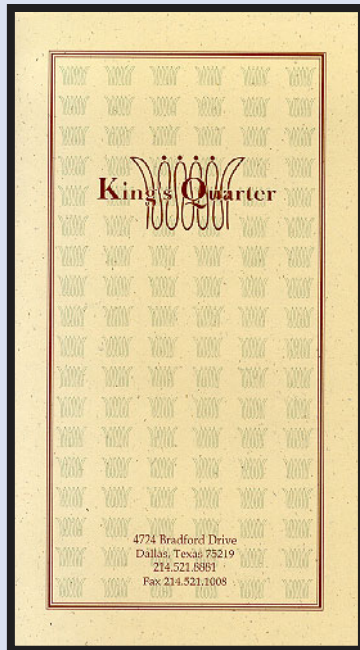




PRINTING CO.

Brochures • Design • Forms • Fulfillment • Promotions • Signage

Show Specials !!



Community Brochures or Floorplans

Starting at \$195.00

Quarry Oaks Apartments

3950 Evelyn Avenue
Rocklin, CA 95677

A Volunteers of  America Community

FIRST CLASS MAIL

Mailing Labels

Starting at \$89.00



Cross Creek Apts.

1001

Parking Labels & Decals

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Call For Free Catalog !

Free Business Cards

*With the Purchase
of matching
Letterhead & Envelope*

Free Gift

**Come by Our Booth
AAGD Trade Show
Market Hall
April 6, 2000**

WOOD Printing Company, Dallas, Texas 75215 • (214) 421-7393 • (800) 327-4892

20+ Year Member of Local Apartment Association

For More Information: www.apartmentforms.net



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Brochures • Design • Forms • Fulfillment • Promotions • Signage

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Colorful Koozies
Starting at 95¢ each

Multi Color Bic Stick
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Starting at 39¢ each

Many Other Specialty Items Available...Call For Information or Catalog
!

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PURCHASE ORDER

PROPERTY NUMBER

PROPERTY NAME

INVOICE DATE

VENDOR NUMBER

VENDOR SHORT NAME

INVOICE NUMBER

INVOICE TOTAL

PURCHASE ORDER NO. 44702

INVOICE DUE DATE

	ACCOUNT CODE	DESCRIPTION	PRICE
1.		<small>ITEM CODE NUMBER</small>	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL \$

SPECIAL INSTRUCTIONS:

MGR. APPROVAL: _____ DM APPROVAL: _____ DATE SUBMITTED: _____

04/01

TELEPHONE GUIDE

1. Introduce Community and yourself enthusiastically.
2. Get caller's name and needs source.
3. Find out what type of apartment is needed.
4. Find out when they need it.
5. Quality for price.
6. Find out why they are moving - Hot Button.
7. GET A SPECIFIC APPOINTMENT.
8. Get phone number for confirmation.

[illegible]

- T • Transfer
- V • Lived there before
- X • Telephone Directory
- • (Be sure to also note original source)

Source Listed	TOTAL
A - Newspaper Classified	F - Flyer
AA - Newspaper Display	FR - For Rent
AG - Apartment Guide	L - Locator
AJ - Apartment Journal	M - Magazine - Other
D - Dealer-by	N - Rent Certificate

WEEKLY ACTIVITY REPORT

Community: _____

Week Ending: _____

Prepared By: _____

Type of Unit	Total Units	Total Occ.	Total Vac.	Total P.L.		Total Notices to Vacate	Total P.L.	
								No. Delinquent
								Delinquent \$
								Move-Ins
								Move-Outs
Total		-	=	-		-		
		÷			+			
			Net Avail. Vacancies			Net Avail. Move-Outs		
		% of Occupancy				Net Avail. Units		% Preleased

Phone Calls		Total	Shows		Total	Leases		Total	SOURCE LEGEND	
Mon.									A - Newspaper Classified	
Tues.									AA - Newspaper Display	
Wed.									AG - Apartment Guide	
Thurs.									AJ - Apartment Journal	
Fri.									D - Drive-by	
Sat.									F - Flyer	
Sun.									FR - For Rent	
Total			Total			Total			L - Locator	
			Qualified			Renewals This Week				
			Unqualified						M - Magazine - Other	
									N - Rent Certificate	
									O - Other	
									P - Previous Contact	
									R - Referral	
									RR - Resident Referral	
									S - Sign	
									T - Transfer	
									V - Lived There Before	
									X - Telephone Directory	

Case

WHITE-CHINA

YELLOW-DISTRICT NAME

PRE-PROPERTY MGR FILE

NOTICE OF OVERDUE RENT

OVERDUE RENT MUST BE PAID WITH A CERTIFIED CHECK, CASHIER'S CHECK OR MONEY ORDER.

DUE 1st of	MONTH	YEAR

Your rental payment was due on the above date, in the amount shown. Please bring your rental payment, plus the mandatory late charge(s) to our office, or call us immediately.

AMOUNT DUE	
LATE CHARGE	
DAILY LATE CHARGE	
OTHER CHARGES	
TOTAL DUE	

SERVED BY	DATE SERVED
WITNESS	

RESIDENT	APARTMENT NO.
----------	---------------

Rev. (8/91)
C-006

WHITE — RESIDENT

PINK — FILE COPY

NOTICE OF EXERCISE OF CONTRACTUAL LIEN
(according to lease authority)

Date

(Names of all residents)

(Street address and dwelling unit number, if applicable)

(City, State, Zip)

Re: Notice of exercise of contractual lien

Lease dated _____

between the above-named residents and

(owner) _____

Dear Resident(s):

Your rent is delinquent under the terms of your lease contract. You owe a total of \$_____ for the following delinquent rents: _____

Under the terms of your lease, we have exercised our contractual landlord lien and seized property which is not exempt under statute. Your property will be promptly returned on full payment of the delinquent rent (plus removal and storage fees if notice of sale has already been posted). We are proceeding solely under the terms of our contractual landlord lien and contractual right of entry and seizure. Contractual liens for rent are authorized under Section 54.041 of the Texas Property Code and have been upheld in *Jacobs v. Huie Properties*, 447 F. Supp. 478 (U.S. District Court, Dallas, Texas, 1978, affirmed U.S. 5th Circuit.)

A written inventory of such property (which is now in our possession) has been prepared, dated and signed by two persons and left in your rental premises. It has been posted on the inside of the main entry door of your dwelling unit, along with this notice. Your property is not being stored in the apartment manager's office or anywhere else in the apartment community. It is being stored elsewhere. If the delinquent rent is not paid immediately, we will be compelled to proceed with storage and sale procedures as described in paragraph 13 of the lease and in accordance with applicable law.

Please contact the undersigned owner's representative so that we may resolve this matter amicably.

Name of person to contact regarding
amount owed and return of property

Signature of owner's representative

Signature of witness

Address of above person

Date notice was ☐ hand delivered to resident or
☐ posted on inside of main entry door of dwelling unit

Phone of above person

Attachment: Written inventory of seized property

C-007 (7/87)

**NOTICE OF ACTUAL LOCKOUT
FOR NONPAYMENT OF RENT**
(notice required by statute)

(Names of all residents)

Date

(Street address and dwelling unit number, if applicable)

(City, state, zip)

Re: Notice of actual statutory lockout for nonpayment of rent

Lease dated _____

Dear Resident(s):

You owe a total of \$ _____ in delinquent rent and \$ _____ in other delinquent charges. Under authority of Section 92.0081, Texas Property Code, we have exercised our statutory right to change or modify your doorlock because of your nonpayment of rent. We may perform this lockout for nonpayment of rent—but not for other delinquent sums. This notice has been posted on the outside of your main entry door.

Regardless of whether you pay any of the delinquent rent, you may obtain a new key to your dwelling 24 hours a day: (check one)

☐ by going to [state unit number or other location] _____ in your apartment complex where someone will be present to provide you with the key, 24 hours a day; or

☐ by telephoning the following local phone number (_____) _____ that will be answered 24 hours a day, to arrange for a key to be delivered by the owner to you at your dwelling within two hours after you call the number. The phone call must be made by you or a co-resident of your dwelling, as listed on your lease. A phone call by anyone else is insufficient. Your call will be answered by a person (and not an answering machine) to arrange for delivering the key. If you or your co-resident are not present when the owner's representative arrives during that two-hour period, we do not have to leave the key with anyone else at the dwelling. Owner's representative will not provide the key to anyone except a resident or co-resident as listed on the lease.

The office will be open during normal business hours on the day of and the day after the lockout so you may pay the rent. Rent may be paid only by (check one or more): ☐ cash, ☐ money order, ☐ cashier's check, ☐ certified check and/or ☐ personal check. Rent payments may be made:

during normal business hours which are _____

on the following days of the week (except holidays): _____

Under your lease, you may not alter or damage the locks, doors or windows. Also, please be advised of the criminal statute which relates to tampering with personal property, which reads as follows:

"Section 28.03. CRIMINAL MISCHIEF. (a) A person commits an offense if, without the effective consent of the owner...he intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person."

Signature of owner's representative who posted notice on
outside of resident's main entry door

Date this notice was posted on outside of main entry door

Signature of witness to the above (optional)

C-008

PETTY CASH REPORT

P.O. NUMBER 1 AMT.:

--	--	--	--	--

DATE OF REQUEST _____

P.O. NUMBER 1 #: _____

APARTMENT COMMUNITY _____

P.O. NUMBER 2 AMT.:

AUTHORIZED PETTY CASH AMOUNT _____

P.O. NUMBER 2 #: _____

PROP. MGR.'S SIGNATURE _____

TOTAL AMT. OF P.O.'s 1 & 2:

DIST. MGR. SIGNATURE _____

[illegible]

**LAST REPORTED
ENDING CASH**

REIMBURSEMENTS
RECEIVED**TOTAL PURCHASES****ENDING CASH**

1000

+

1. + _____
2. + _____
3. + _____

—

二

C-011 (REV. 6/94)

NOTICE OF INFRACTION

TO: _____

Apt. #: _____ Community: _____

Address: _____

Date: _____

Please be advised that we have recorded one of the following incidents in your lease file:

- 1) Infraction of "Community Policies" as attached to and described in your lease, Paragraph _____
- 2) Violation of your lease: Section _____ Paragraph _____ Line _____

One of the below was committed by:

_____ You _____ Your children _____ A visitor to your apartment

Description of the Incident:

Please come to the Leasing Center no later than three days from the date of this letter to discuss and hopefully resolve this incident.

Property Manager

Witness

WHITE—RESIDENT/PINK—FILE

Rev. (1/92)
C-012

PROPERTY INCIDENT REPORT

☐ INITIAL REPORT

☐ FOLLOW-UP REPORT

**COMPLETE ALL SECTIONS: FACTS ONLY
PRINT IN BLUE OR BLACK BALLPOINT PEN**

[illegible]

REV. 3/84

WHITE COPY - RISK MANAGER

GOLD COPY - DISTRICT MANAGER

PINK COPY - PROPERTY FILE

C-013

NOTICE TO VACATE FOR NONPAYMENT OF RENT OR OTHER SUMS

Date

(Names of all residents)

(Street address and dwelling unit number, if applicable)

(City, State, Zip)

Re: Notice of lease violation

Lease dated _____

between residents named above and

_____ (owner)

Dear Resident(s):

Because you have not paid rent on your dwelling unit, your rights of occupancy and possession are hereby terminated under the provisions of your lease. You are still liable for rent and other charges you may owe under the lease.

Demand for possession is hereby made. You are hereby given notice to vacate the dwelling on or before midnight, the _____ day of _____, _____ which is at least one day from the delivery of this notice to you or to your dwelling unit. Your failure to move out then will result in appropriate legal action before the Justice of the Peace. Delay or postponement of such action shall not constitute waiver.

Signature of owner's representative

Date notice was ☐ hand delivered or ☐ mailed to
☐ resident or ☐ resident's dwelling unit

C-014 (7/87)

(To be attached to Weekly Activity Report)

PROPERTY NUMBER _____ # Units _____

MINUS: LEASING ACTIVITY

MINUS: MOVE-OUT NOTICES CANCELLED

PLUS: NEW MOVE-OUT NOTICES

PLUS: CANCELLED PRE LEASED

PLUS: SKIPS

LAST WEEK'S NET AVAILABLE () - Leases () - Cancelled Notices () +
New Notices () + Cancelled Released () + Skips () =

THIS WEEK'S NET AVAILABLE _____

C-910

STATUS CHANGE
☐ PRELEASE RESIDENT ☐ CURRENT RESIDENT ☐ CANCEL NOTICE

EFFECTIVE DATE (MM/DD/YYYY)		PROPERTY NAME		PROPERTY NO.		UNIT NO.	
RESIDENT NAME							
NEW LEASE EXPIRATION DATE	MO	DAY	YEAR	LEASE COMMENCEMENT DATE	IS	MO	DAY
				WAS			

SCHEDULED RENTS AND DEPOSITS							
RENTS	IS	WAS	FEES AND DEPOSITS			IS	WAS
BASE RENT	➤		SECURITY DEPOSIT			➤	
OTHER (charge or discount)	➤		PREPAID LAST MONTH'S RENT			➤	
OTHER (charge or discount)	➤		TOTAL				
TOTAL			DATE OF NOTICE (MM/DD/YYYY)		EXPECTED MOVE-OUT DATE (MM/DD/YYYY)		
PRORATED RENT	➤		UNIT TRANSFER IS:		WAS:		

RESIDENT NAME CHANGE IS: _____ WAS: _____

ADD/DELETE ADDITIONAL RESIDENTS/OCCUPANTS									
ADD or DELETE?	LAST NAME	FIRST NAME	SIGNED LEASE (Y/N)	BIRTHDATE (MM/DD/YYYY)	SEX	MARITAL STATUS	ANNUAL INCOME	OCCUPATION	# OF VEHICLES

COMMENTS _____

PREPARED BY	DATE	MANAGER'S SIGNATURE	DATE

NOTICE OF RETURNED CHECK

THIS CHECK MUST BE CLEARED WITH A
CERTIFIED CHECK, CASHIER'S CHECK OR
MONEY ORDER WITHIN ☐ 24 OR ☐ 48 HOURS OF
THE DATE OF DELIVERY OF THIS NOTICE.

DATE	
PROPERTY	

CHECK AMOUNT	
SERVICE CHARGE	
LATE CHARGES	
TOTAL DUE	

☐ Rent
Your ☐ Security deposit check in the amount of \$ _____ has been returned to us by your bank. **It will not be redeposited.**
☐ _____

A \$25.00 SERVICE CHARGE and INITIAL and DAILY LATE CHARGES are required on all checks. Please see your resident manager immediately regarding the above situation.

RESIDENT	APARTMENT NO.	SERVED BY	DATE SERVED
		WITNESS	

C-018

MAINTENANCE REQUEST

NO 976010

PROPERTY NAME		UNIT NO	
DATE RECEIVED	TIME RECEIVED	AM PM	TAKEN BY
RESIDENT	PHONE		
WORK REQUESTED			
ASSIGNED TO:	WORK COMPLETED	IF NO EXPLAIN:	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
TIME STARTED	AM PM	TIME FINISHED	AM PM
		DATE	BY

NEW RENTAL

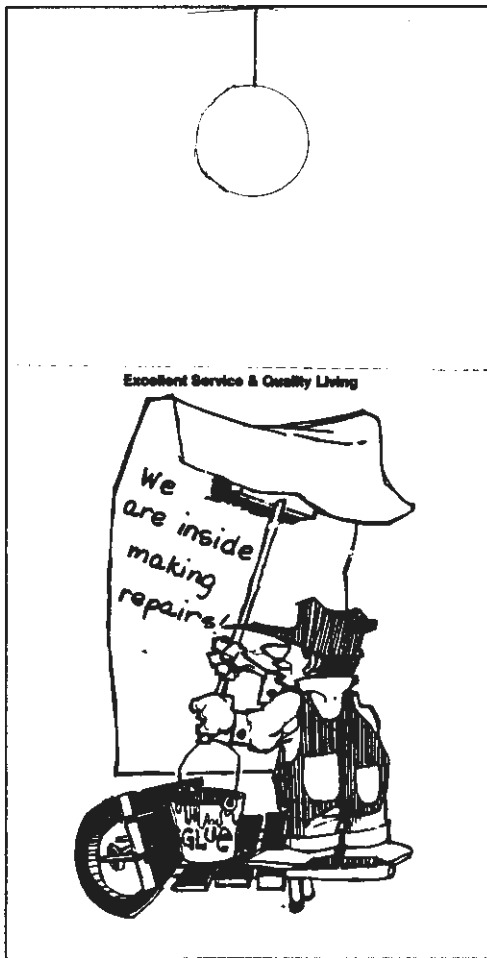
(SEND THIS FORM TO YOUR PROPERTY ACCOUNTANT IMMEDIATELY)

PROPERTY NAME		PROPERTY NO.		UNIT NO.	
PRIMARY RESIDENT: LAST NAME		FIRST NAME			
SCHEDULED RENTS AND DEPOSITS					
RENTS		DEPOSITS			
LEASE RENT	➤	SECURITY DEPOSIT	➤		
OTHER (charge or discount)	➤	PREPAID LAST MONTH'S RENT	➤		
OTHER (charge or discount)	➤				
TOTAL	➤	TOTAL DEPOSIT	➤		
		TRAFFIC SOURCE:			
		PRORATED RENT: \$			
		LEASE COMMENCE DATE (MM/DD/YYYY)			
		LEASE EXPIRATION DATE (MM/DD/YYYY)			
ALL RESIDENTS/OCCUPANTS					
LAST NAME	FIRST NAME	SIGNED LEASE (Y/N)	BIRTHDATE (MM/DD/YYYY)	SEX	MARITAL STATUS
PRIMARY RESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
COMMENTS:		PREPARED BY		DATE	

C-020

PINK - FILE COPY

WHITE - ACCOUNTING




We were here and did the following:

- ☐ Exterminated
- ☐ Routine inspection
- ☐ Changed A/C filters
- ☐ Repairs: _____
- _____
- _____
- _____
- _____
- _____
- Other: _____
- _____
- _____

By _____ Date _____

C-021



WELCOME TO OUR COMMUNITY

Furnishing the following information will greatly assist us in helping you select your new home!

Driver's License _____
 or _____
 Identification _____
 Number _____

Leasing Consultant _____ Date _____ Time _____

WELCOME! How did you learn about our apartments? ☐ Newspaper ☐ Television ☐ Radio ☐ Sign ☐ Billboard ☐ Yellow Pages ☐ Drive By

☐ Apartment Guide Name _____ ☐ Brochure/Flyer ☐ Resident Referral ☐ Local Merchant Referral

☐ Internet Name of Web Site _____ ☐ Employer Referral ☐ Other _____

☐ Newspaper Ad? Which paper(s)? _____ ☐ Magazine? Which magazine(s)? _____

Size of Apt. Needed _____ Floorplan Desired _____ No. of Occupants _____ Pets _____

Weight & Description _____ When do you want to move in? _____ Price Range _____

Where are you moving from? _____ Why are you moving? _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____ Business Phone _____ Pager _____

Fax _____ E-mail _____

Employed by _____ Position _____

What other communities have you seen? _____

What did you like best about them? _____

What did you like least about them? _____

How long have you been looking? _____ Are you looking for any special features? _____

If you are shown an apartment you like, are you prepared to leave a deposit today? _____

Hobbies/Sports/Interests _____

Revised 9/08

C-024

APARTMENT DATA

Leased Apt. ☐ Yes ☐ No Apt Number Rented _____ Type _____

Apartment(s) Shown? ☐ Yes ☐ No

Size(s) of Apartment(s) _____ Model Type _____

Rent(s) Offered _____

Prospect's Reaction

What did the prospect like best about the apartment(s) shown? _____

Any objections? ☐ Yes ☐ No

If yes, what were they? _____

What apartment features and amenities were important to the prospect (pool, weightroom, tech center, fireplace, dishwasher, view, etc.)? _____

What additional services did prospect express an interest in (housekeeping, concierge service, cable TV)? _____

NOTES: _____

FOLLOW - UP

Thank-you note sent? ☐ Yes ☐ No Date _____ Initial Phone Contact Date: _____

Follow-up results

☐ One week _____

☐ Two weeks _____

☐ Leased apt # _____



HELPFUL HINTS ON THE CARE AND USE OF YOUR APPLIANCES

*On any appliance that will not come on at all, trip your breakers on and off to make sure the breakers are engaged.

REFRIGERATORS

1. Never use any objects to "poke" ice build-up off your freezer compartment. Doing so could cause damage to the freezing mechanism. In many cases it is non-repairable and you would have to replace the refrigerator, which can be costly.
2. The only way to defrost a refrigerator is to unplug it or turn the temperature dial to the "defrost" or the "off" position. (To speed up the defrosting process you can place a pan of hot water under the freezer.)
3. Some refrigerators have a "baffle bar" which is located at the back of the meat keeper tray (tray under the freezer). This bar should be in the "up" position for the freezer to freeze at the full capacity and the refrigerator to cool at full capacity also. When the bar is "down" it lets cold air escape from the freezer. (When you defrost, this baffle bar should be "down.") See your manager for baffle bar location.
4. Make sure door seal fits snugly when refrigerator door is closed. This eliminates the cool air escaping. To test for air leaks on your refrigerator door, place a piece of paper (about the thickness of a dollar bill) so that when you close the door the paper is half inside and half outside. If the paper falls out or slips out without a little tug, your door seal does not fit correctly.
5. Never push the refrigerator flush with the wall. Allow air to circulate completely around it.

GARBAGE DISPOSAL

1. Only grindable food items may be put down the disposal. Examples — potato peels, egg shells, table scraps. Please do not put down bones, metal or grease, etc.
2. Feed the garbage disposal slowly as to not cause a jam.
3. Always run cold water when your disposal is on. Hot water tends to rust blades and overheat the unit. The cold water also helps ground food to be pushed on through and hot water may "cook" food onto garbage disposal blades. Leave cold water running for a few minutes after garbage disposal is turned off to cool blades.
4. To help keep the blades sharp, occasionally drop an ice cube or two down while it is on.
5. To keep it smelling sweet, a lemon peel ground up inside periodically will help.
6. On most garbage disposals there is a reset button located at the base of the disposal under the sink. If a jam does occur, try pushing this button.

DISHWASHERS

1. Before turning on your dishwasher, run your garbage disposal for a few minutes to clear all the pipes. This will stop waste food particles from backing up into the dishwasher and getting all over the dishes.
2. For clean dishes the water temperature should be at least 140 degrees Fahrenheit.
3. Use only dishwasher soap that has been stored in a dry place. Never use laundry soap or liquid soap. This will cause it to overflow.
4. Once a month, the filter should be cleaned. See your manager for filter location and procedure on how it should be cleaned.
5. Some dishwashers are not only controlled by the dial on the dishwasher but also a wall switch.

STOVES AND VENTA-HOODS

1. On self-cleaning or continuous cleaning ovens never use abrasive cleaners (Easy Off, Mr. Muscle, etc.). Use only mild soap and water. Ask your manager for the operating instructions.
2. On any stove, never spray heating elements with oven cleaners as they eat through the elements.
3. It is a fire hazard to line the oven with aluminum foil.
4. Most venta-hood filters are removable and can be cleaned with soap and water. Some filters are disposable. Ask your manager for your cleaning instructions.
5. On the stove finish, do not use abrasive cleaners such as Ajax; it will remove the paint finish.

SINKS AND TUBS

1. Check that you have drain covers on all these drains to prevent items from going down the pipes that may block the lines; eg., hair.
2. On all drains (with the exception of kitchen drains where there is a garbage disposal), a drain cleaner should be used at least once a week.
3. Never pour grease down any drain.

WHILE WE ARE GIVING HINTS . . . COMMODOES

1. The only items that should be flushed down the commode are human waste and toilet paper. Items such as Kleenex, disposable diapers, sanitary napkins, and tampons may cause a blockage in the lines.

PLEASE REPORT ALL MAINTENANCE PROMPTLY TO YOUR MANAGER.

Excellent Service & Quality Living

C-025

PLEASE PRESS HARD - THIS IS A FOUR PART FORM																											
FOR ACCOUNTING USE ONLY					MOVE OUT																						
CHECK DATE _____		CHECK NO. _____			METER READING _____		METER NO. _____																				
PROPERTY NAME _____					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">SECURITY DEPOSIT</td> </tr> <tr> <td>DEPOSIT</td> <td></td> </tr> <tr> <td>PREPAID RENT (A)</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> <tr> <td>UNPAID RENT (B)</td> <td></td> </tr> <tr> <td>ADDED CHARGES (C)</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> <tr> <td>REFUND AMOUNT</td> <td></td> </tr> <tr> <td>AMOUNT DUE</td> <td></td> </tr> </table>						SECURITY DEPOSIT	DEPOSIT		PREPAID RENT (A)		TOTAL		UNPAID RENT (B)		ADDED CHARGES (C)		TOTAL		REFUND AMOUNT		AMOUNT DUE	
	SECURITY DEPOSIT																										
DEPOSIT																											
PREPAID RENT (A)																											
TOTAL																											
UNPAID RENT (B)																											
ADDED CHARGES (C)																											
TOTAL																											
REFUND AMOUNT																											
AMOUNT DUE																											
PROPERTY NO. _____		BLDG. NO. _____		UNIT NO. _____																							
NOTICE DATE _____		LEASE EXP. DATE _____		MOVE-OUT DATE _____																							
RESIDENT NAME _____																											
FORWARDING ADDRESS _____																											
CITY, STATE, ZIP _____																											
CONDITION OF UNIT: <input type="checkbox"/> EX <input type="checkbox"/> CD <input type="checkbox"/> FR <input type="checkbox"/> PR <input type="checkbox"/> VACATE REASON CODE: <input type="checkbox"/> <input type="checkbox"/>																											
WOULD YOU RENT TO THIS PERSON AGAIN? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N																											
COMMENTS _____																											
APPOINTMENT: DATE _____ TIME _____ RESIDENT PRESENT <input type="checkbox"/> YES <input type="checkbox"/> NO																											
UNIT: RENTAL RATE _____ UNIT RE-RENTED <input type="checkbox"/> YES <input type="checkbox"/> NO NEW LEASE DATE _____																											
PREPAID RENT	UNUSED PREPAID LAST MONTH'S RENT \$ _____																										
	OTHER PREPAID RENT FROM: _____ TO: _____ \$ _____																										
	TOTAL PREPAID RENT (A) \$ _____																										
UNPAID RENT	PAST FROM: _____ TO: _____ \$ _____																										
	ACCELERATED FROM: _____ TO: _____ \$ _____																										
	TOTAL UNPAID RENT (B) \$ _____																										
ADDED CHARGES	DESCRIPTION AMOUNT																										
	GENERAL CLEAN _____			\$ _____																							
	DRAPERY CLEAN _____			\$ _____																							
	SHAMPOO _____			\$ _____																							
	DEFLEA _____			\$ _____																							
	PAINT _____			\$ _____																							
	REKEY _____			\$ _____																							
	BULBS _____			\$ _____																							
	ADMINISTRATIVE COST DUE TO DEFAULT ON LEASE: <input type="checkbox"/> BROKE LEASE <input type="checkbox"/> NO 30 DAY NOTICE			\$ _____																							
	OTHER _____			\$ _____																							
OTHER _____			\$ _____																								
OTHER _____			\$ _____																								
TOTAL ADDED CHARGES (C) \$ _____																											
RESIDENT SIGNATURE _____		DATE _____		MANAGER'S SIGNATURE _____		DATE _____		(FOR REFUND ONLY) DISTRICT MGR. INITIAL _____																			
ACCOUNTING																											

Rev. 10/91
C-028

BUDGET CONTROL LOG									
From	To	Through	Accounting Code	Budgetary	Available to Budget	Accounting Code	Budgetary	Available to Budget	Accounting Code
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C-032 1-Part Budget Control Log, 26-9/16 x 8-1/2

**ADVANCE NOTICE OF INTENT TO
EXERCISE LOCKOUT RIGHTS**
(notice required by statute)

(Names of all residents)

Date

(Street address and dwelling unit number, if applicable)

(City, state, zip)

Re: Advance notice of intent to exercise lockout rights

Lease dated _____

Dear Resident (s):

Because you are delinquent in rent, notice is hereby given that we intend to exercise our statutory lockout rights under Section 92.0081, Texas Property Code. We intend to perform the lockout by changing the locks no sooner than: *(check one)*

- ☐ three full days after this notice is hand-delivered to you personally; or
- ☐ three full days after this notice is posted on the inside of the main entry door of your dwelling; or
- ☐ five full days after this notice is sent to you at your dwelling, mailed locally via regular U.S. mail.

You owe a total of \$ _____ in delinquent rent and \$ _____ in other delinquent charges. In order to avoid the lockout, you must deliver payment of the delinquent rent to: *(check one)*

- ☐ any owner representative at the onsite management office of the complex where your dwelling is located; or
- ☐ the following person _____
at the following address: _____

The office will be open during normal business hours on the day of and the day after the lockout so you may pay the rent. Rent may be paid only by *(check one or more)*: ☐ cash, ☐ money order, ☐ cashier's check ☐ certified check and/or ☐ personal check. Rent payments may be made:

during normal business hours which are: _____

on the following days of the week (except holidays): _____

We may perform a lockout for nonpayment of rent - but not for other delinquent sums. Any postponement or delay in exercising our lockout rights is not a waiver. Please contact us so that we may resolve this amicably.

Signature of owner's representative

Date notice was *(check one)* ☐ hand delivered to resident,
☐ Posted on the inside of main entry door of dwelling, or
☐ mailed to resident's dwelling unit

Signature of witness to the above *(optional)*

RESIDENT - WHITE COPY FILE - PINK COPY





FREEZE WARNING

YOU ARE RESPONSIBLE FOR INSURING YOUR PERSONAL PROPERTY FROM DAMAGES

We are expecting freezing temperatures; please take the following precautions:

1. Set your thermostat at 60° or higher 24 hours a day.
2. Open cabinet doors below all sinks.
3. Immediately do one of the following (whichever is checked) depending on the severity of the freeze:
 - ☐ Drip all your water 24 hours a day at a steady drip when you are in the apartment and when you are gone. This includes hot and cold water in your kitchen sink, bathroom laboratories, bathtubs, showers, wet bar sinks, etc.
 - ☐ Run all your water 24 hours a day at a steady, pencil-lead size stream when you are in your apartment and when you are gone. This includes hot and cold water in your kitchen sink, bathroom laboratories, bathtubs, showers, wet bar sinks, etc.
4. For those of you who have washer/dryer units in your apartment, especially those located on any outside patio or closet, follow these steps:
 - (a) Turn both the hot and cold water lines off.
 - (b) Disconnect these water lines from the back of your washing machine.
 - (c) Place both water lines into the drain pipe behind the washing machine.
 - (d) Turn both water lines back on so that there is a steady drip.
 - (e) When you want to wash clothes, remember to reconnect the water lines. Disconnect again if subfreezing temperatures continue.
5. Bring in your plants.
6. Notify the office if you will be away from your apartment for more than 24 hours when subfreezing weather may reasonably be anticipated. Please take precautions 1-4 prior to departing.
7. If you notice a water leak, icy spot or other hazardous conditions on the property, please notify management IMMEDIATELY.
8. **Please use extra caution when walking and/or driving on the property when freezing rain or snow is predicted or occurring.** Remember that walkways, stairs, sidewalks and parking lots can become dangerously slick with the build up of ice. Hold on to the stair rails where available.

THANK YOU FOR YOUR COOPERATION!

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