



#### New Landlord checklist:

Ensure you have received the email with instructions to log into your owner portal after signing the agreement. Be sure to go through the set-up process to avoid any delays in payments.

Review the files in the “Documents” tab on the left side of the owner portal to download a copy of your lease.

Maintain utilities until leased

Submit last month’s mortgage statements

Update mailing address

Forward any HOA documents if applicable

Pay the \$250 onboarding fee.

Pay the \$350 maintenance fee

We will contact you for anything that exceeds \$350 for any single repair, or maintenance of the property.

Process an insurance policy that names the broker as co-insured or additionally insured, providing coverage for property-related losses of at least 1 million on an occurrence basis. The policy must be submitted no later than 15 days after the effective contract date.

Trust account is held with CHASE BANK

Late fees: as per the property management agreement, any late fees incurred by the tenant will be disbursed on a 50-50 split between the landlord and Fort Cavazos Home Rentals.

Inability to contact owner: within 3 days, Broker is authorized to contact the person listed on Paragraph H of the management agreement with the sole purpose of reestablishing contact with owner.

Inform us if you left anything behind in the garage, attic, or any other areas of the property, in case we missed it during our inspection.