



**ADDENDUM TO PROPERTY MANAGEMENT AGREEMENT**

Broker: Southtown Properties, Inc. dba Crossland Real Estate  
Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Please complete the following and return with your Property Management Agreement:

**INSURANCE**

Owner shall provide a copy of the Property Insurance Declarations Page with this form, or have the insurance agent fax it to (512) 646-0880. Southtown Properties, Inc. must be added as “Additional Named Insured” to the liability portion of the insurance policy, pursuant to paragraph 10 of the Property Management Agreement, within 15 days of the effective date of the contract.

Note: If you own a primary residence elsewhere, your insurance company may extend the liability portion of your home owner’s policy to your rental property for little or no additional cost to you. Check with your insurance agent about this as it may save you from having to purchase additional liability coverage.

Name of Insurance Company: \_\_\_\_\_  
Name of Agent: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_  
Policy Number: \_\_\_\_\_

**UTILITIES**

BROKER will, at Owner’s expense, have all utility services initiated and continued during vacancies.

**HOME WARRANTY COMPANIES**

BROKER **WILL NOT** use any Home Warranty Company for repairs to the property under any circumstance.

**DISBURSMENT OF OWNER FUNDS**

Proceeds will be disbursed via ACH deposit to your bank account no later than the 15<sup>th</sup> of each month, no sooner than the 10<sup>th</sup>. Please complete the fields below.

Your Bank 9-digit Routing Number: \_ \_ \_ \_ \_

Your Bank Account Number: \_\_\_\_\_

This a **savings** or **checking** account. (circle only one)

**MONTHLY STATEMENTS**

Email address for statement delivery: \_\_\_\_\_



**PROPERTY CONDITION ACKNOWLEDGMENT OF UNDERSTANDING**

BROKER provides well maintained, properly functioning homes to qualified tenants. Property will be maintained to a minimum set of standards. Provided below is an outline of the minimum standards required prior to a new tenant moving into your home. These items will be verified or completed at each change of tenants.

- Property professionally cleaned and free of all trash and debris, inside and outside.
- Air-conditioning and Furnace serviced and verified to be operating properly.
- Furnished/built-in appliances operating as designed, or repaired/replaced with new.
- Plumbing fixtures/shutoffs checked and operating. Old or rusting sink traps and faucets replaced.
- Ceramic tile in good condition with clean grout and caulk – no cracked or missing tiles.
- Cabinet doors and drawers in good operating condition throughout, with proper hardware.
- Doors and locks all function properly and have good doorknobs, latches, and legal locks. Most homes that have never been rented will need additional locks to comply with Texas Property Code.
- Windows all have good screens and open/close/lock properly - no cracked window panes.
- Window coverings functioning - no broken or missing blinds, old or worn drapes removed/replaced.
- Paint and sheetrock in good condition with clean appearance – re-painted where needed.
- Ceilings free of water stains, cracks, or other problems – repaired and touch up painted if needed.
- Carpet professionally steam cleaned - replaced if extremely worn (Note: after the first carpet cleaning, all future carpet cleaning costs will be passed through to the tenant).
- Sheet vinyl clean with no tears, curling on edges, or extreme wear.
- Electrical outlets, switches, breakers and light fixtures/ceiling fans all working.
- All towel bars and rings, paper holders and other attachments in place and properly secured.
- Exterior siding in good condition – all gaps sealed, rotted wood replaced where needed.
- Exterior paint not cracking or peeling - touched up as needed. Front door is attractive and clean
- Shrubs and trees trimmed back and not touching the property or roof – dead limbs removed.
- Yard in maintainable condition. Dead or bare areas replanted with new grass or shrubs.

***By hiring Crossland Real Estate as your property manager you acknowledge that you want your property cared for to the above standards.***

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

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

Broker: \_\_\_\_\_  
by: \_\_\_\_\_  
Date: \_\_\_\_\_