

**ADDENDUM TO PROPERTY MANAGEMENT AGREEMENT**

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

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

**ACKNOWLEDGEMENT AND CLARIFICATION OF BROKER IDENTITY**

Owner's Property Management Agreement is with Southtown Properties, Inc., a licensed Texas Corporate Broker (lic # 0466481) owned and operated by Steve Crossland, President, and Sylvia Crossland, Broker.

Steve and Sylvia Crossland are also sales agents for Keller Williams Realty (KWR), however, **Keller Williams Realty is not the property manager**, and is neither responsible for nor involved with the property management business or activities of Southtown Properties, Inc.

**OUTSOURCING OF LEASING**

Owner authorizes Broker to engage KWR, or any other Realtor, in the leasing of the property as needed, pursuant the terms and conditions of the Property Management and Leasing 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, there is a good chance your insurance company will 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**

Owner  Does  Does Not, have an existing Home Warranty (such as American Home Shield) for the home. If yes, name of company and account and phone number are: \_\_\_\_\_

Broker **will not** use any existing Home Warranty Company for "first responder" service calls to the property, under any circumstance. Covered items that need replacing will be run through the Home Warranty Company only after an initial determination is made that replacement may be needed.

**Southtown Properties, Inc. dba Crossland Real Estate and Tall Oak Properties**

1801 S. Mopac Expwy #100  
Austin TX 78746

(512) 301-5811 Office  
(512) 646-0880 Fax

Contact us online at:  
www.CrosslandTeam.com

**PROPERTY CONDITION ACKNOWLEDGEMENT OF UNDERSTANDING**

Broker provides well maintained, properly functioning homes to all of our tenants. We believe it is most profitable long-term for your property to be kept in good condition. Better homes attract better tenants, and your resale value and rents will remain higher if the home is kept in good repair.

Provided below is an outline of the minimum property condition standards required prior to a new tenant moving into your home. These items will be verified or completed at each change of tenant.

- Property professionally cleaned and free of all trash and debris, inside and outside.
- Air-conditioning and Furnace serviced and verified to be operating well at time of move-in.
- Furnished/built-in appliances operating as designed, or repaired or 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 windowpanes.
- 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 and light fixtures/ceiling fans all working - breaker box to code
- 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.

The above items are a summary of our 150+ point make-ready checklist, which is designed to provide the best chance to have minimum maintenance during the tenant’s occupancy, and also to provide your tenant the best chance for a trouble-free experience as they settle into your home, which ultimately translates to a happier tenant who is more likely to respect and care for your property. The cost of having one of our vendors go through your property to insure these standards are met is normally \$55 to \$165 (1 to 3 hours), plus any actual repair costs. We will perform this condition survey upon receiving your signed management agreement, or upon the next tenant turnover, and will notify you of any repairs exceeding the \$500 limit outlined in the management agreement.

At least one other time each year, we will send a serviceman to your property to perform a preventative maintenance checklist to verify that the tenant is properly caring for your home and to insure that there are no unreported leaks or other problems that have not been reported.

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

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

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