



Resident Lease & Policy Changes

Effective February 2020

Unless otherwise noted throughout this document, your corporate office has updated your default lease and addendum settings in Bluemoon. Managers and leasing staff should not make any changes to the Bluemoon / TAA default lease without written authorization from a supervisor. When asked to renew a lease in Bluemoon, please click "OK" to **update the [lease] record with the most current default lease information** – do not click Cancel. (See screen shot below)

www.blumoonforms.com says

When you perform a lease renewal, you can update the record with the most current default lease information.

Click 'OK' to pull in the latest default lease info; or click 'Cancel' to preserve the existing lease info for this unit.

OK

Cancel

Security Guidelines Addendum (TAA / Bluemoon Form)

Effective February 2020, the TAA / Bluemoon form **Security Guidelines Addendum** will be required at all properties. This form is available in Bluemoon. Please have all new and renewing (adult) household members sign the **Security Guidelines Addendum**. This form has also been added (and checked) as a required addendum on the last page of the full TAA lease agreement.



Security Guidelines for Residents Addendum

Date of Lease: _____
(when the Lease is filled out)

- Addendum.** This is an addendum to the Lease Contract ("Lease") executed by you, the resident(s), on the dwelling you have agreed to rent. That dwelling is:
 - Always be aware of your surroundings and avoid areas that are not well-traveled or well-lit.

Animal Addendum (TAA / Bluemoon Form)

Effective February 2020, Quest will no longer require the TAA **Animal Addendum** to be printed if there is no animal associated with a household at move-in or renewal. That said, if the household has an animal at move-in or renewal then then TAA **Animal Addendum** should be signed by all (adult) household members.

NOTE: *If the household no longer has an animal at renewal then the animal addendum is not required at renewal. Management cannot issue a refund of the original animal deposit until the household has moved out of the unit or transferred to another unit; no exceptions.*

NOTE: *If a household has an animal at move-in (assuming it's not an approved service, emotional support or companion animal) then be sure to update the security deposit on the last page of the TAA **Rental Application** and the TAA **Animal Addendum** (especially if there is more than one animal). Otherwise, the TAA **Rental Application** should reflect a \$0.00 animal deposit on the last page of the TAA **Rental Application** and TAA **Apartment Lease Contract**, if there is no animal associated with the household.*

RENTAL APPLICATION: LAST PAGE (ANIMAL DEPOSIT):

SUMMARY OF KEY INFORMATION	
<i>The Lease will control if there's a conflict with this summary.</i>	
■ Address: 1201 Medical Avenue	Unit # 1203
■ Beginning date of Lease (Par. 3) 02/01/2020	■ Ending date of Lease (Par. 3) 01/31/2021
■ Number of days notice for termination (Par. 3) 60	■ Consent for guests staying more than 3 days (Par. 2)
■ Total security deposit (Par. 4) \$ 150.00	■ Animal deposit (if any) \$ 300.00
■ Security deposit (Par. 4) <input type="checkbox"/> does OR <input checked="" type="checkbox"/> does not include an animal deposit.	

Notice of Intent to Move Out Form

The **Notice of Intent to Move Out Form** will no longer be provided when signing a new or renewal TAA lease agreement. The form should only be provided when a resident notifies management of their intent to move-out of their apartment. For this reason, the **Notice of Intent to Move Out Form** will not be checked as a required addendum on the last page of the TAA lease agreement.

Access Gate Addendum (TAA / Bluemoon Form)

Effective February 2020, the **TAA Access Gate Addendum** will reflect a \$40 fee for lost gate remotes and \$25 for lost gate cards. The addendum will also restate the same charges if a gate remote or card is not returned at move-out. If a household would like an additional gate remote or card then the amounts above will be collected and held as a deposit until the gate remote or card is returned at move-out. Please do not uncheck the remote / card charges in Section #3 below even if not relevant to your property (as we may institute them later).

3. **Damaged, lost or unreturned remote controls, cards or code changes.**

- If a remote control is lost, stolen or damaged, a \$ 40.00 fee will be charged for a replacement. If a remote control is not returned or is returned damaged when you move out, there will be a \$ 40.00 deduction from the security deposit.
- If a card is lost, stolen or damaged, a \$ 25.00 fee will be charged for a replacement card. If a card is not returned or is returned damaged when you move out, there will be a \$ 25.00 deduction from the security deposit.
- We may change the code(s) at any time and notify you accordingly.

NOTE: Villas of Hubbard, Park Glen Apartments, Meadowview Townhomes and Runnymede Apartments do not have access gates, so the **Access Gate Addendum** is not required at these properties. For all other properties, the TAA **Access Gate Addendum** should be signed by all (adult) household members at move-in and renewal.

Lease Addendum for Carrying Handguns Onsite

Regarding the **Lease Addendum for Carrying Handguns Onsite**, Option #1 and Option #2 should be checked on all properties. Option #3 and Option #4 should not be checked. Please review your **Lease Addendum for Carrying Handguns Onsite** to ensure the correct options are being selected. *(Your property's addendum should look like the example below)*

3. **Community handgun carry policy.** Unlicensed persons may not carry a handgun anywhere in the apartment community, other than to transport their handguns between their apartments and their vehicles as long as handguns are not in plain view. Whether or not you hold a license under the Texas handgun licensing law, by signing this addendum, you understand and agree as follows (the specific agreements are indicated by the options that are marked):
- Option 1: Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun. The only exception is that we allow license holders to transport their handguns between their vehicles and their apartments.
 - Option 2: Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly. The only exception is that we allow license holders to transport their handguns between their vehicles and their apartments.
 - Option 3: Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter the leasing office or any common rooms/amenities of this property with a concealed handgun. (If neither is checked, concealed handguns are prohibited in both).
 - Option 4: Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter the leasing office or any common rooms/amenities of this property with a handgun that is carried openly. (If neither is checked, openly carried handguns are prohibited in both).

Satellite Dish or Antenna Addendum (TAA / Bluemoon Form)

Effective February 2020, Quest's policies for satellite dishes or antennas will change. Residents that had a satellite dish or antenna installed before February 2020, will be exempt from the new policies. For any installations after February 2020, only one (1) satellite dish or antenna can be installed per unit. Also, the household requesting a satellite dish or antenna will be required to provide proof of **general liability insurance** coverage of at least \$50,000 before installation is approved (all properties). A satellite dish deposit of either \$100, \$200 or \$300 will be required based on the chart below.

\$300 SATELLITE DEPOSIT PROPERTIES

Arboretum Apartments
Cottages of Oak Springs
Park Glen Apartments
Runnymede Apartments
Tuscany at Goldmark
Villas of Forest Hill
Villas of Hickory Estates
Villas of Lancaster
Villas of Leon Valley
Villas of Marnie Creek
Villas of Mission Bend
Villas of Pine Ridge
Villas of Rock Prairie

Villas of Seagoville
Villas of Sunnyside
Waterford at Goldmark

\$200 SATELLITE DEPOSIT PROPERTIES

Villas of Hubbard
Villas of Sherman
Timber Village I
Timber Village II
Meadowview Townhomes

\$100 SATELLITE DEPOSIT PROPERTIES

Parkview Gardens Townhomes

*As you review the changes to the **Satellite Dish or Antenna Addendum**, pay careful attention to Section #11 that requires "our [Owners] written approval" before any installation. This is your key to writing a successful lease violation for someone who installed a satellite dish without following the addendum requirements.*

9. **Liability insurance and indemnity.** You must take full responsibility for the satellite dish, antenna, and related equipment. If the dish or antenna is installed at a height or in some other way that could result in injury to others if it becomes unattached and falls, you must provide us with evidence of liability insurance to protect us against claims of personal injury and property damage to others, related to your satellite dish, antenna, and related equipment. The insurance coverage must be \$ 50000.00, which is an amount reasonably determined by us to accomplish that purpose. Factors affecting the amount of insurance include height of installation above ground level, potential wind velocities, risk of the dish/antenna becoming unattached and falling on someone, etc. You agree to hold us harmless and indemnify us against any of the above claims by others.
10. **Security deposit.** Your security deposit (in paragraph 4 of your Lease Contract) is increased by an additional reasonable sum of \$ 300.00 effective at time of installation or effective within _____ days of installation to help protect us against possible repair costs, damages, or failure to remove the satellite dish, antenna and related equipment at time of move-out. Factors affecting any security deposit may vary, depending on: (1) how the dish or antenna is attached (nails, screws, lag bolts drilled into walls); (2) whether holes were permitted to be drilled through walls for the cable between the satellite dish and the TV; and (3) the difficulty and cost of repair or restoration after removal, etc. A security deposit increase does not imply a right to drill into or alter the leased premises.
11. **When you may begin installation.** You may start installation of your satellite dish, antenna, or related equipment only after you have: (1) signed this addendum; (2) provided us with written evidence of the liability insurance referred to in paragraph 9 of this addendum; (3) paid us the additional security deposit, if applicable, in paragraph 10; and (4) **received our written approval**, which may not be unreasonably withheld, of the installation materials and the person or company that will do the installation.

Lease Addendum for Early Termination of Lease Contract

(Early Termination Addendum)

Effective February 2020, the Lease Addendum for Early Termination of Lease Contract will require a 60 day notice and the termination date **may be during [the middle of] a month**. Before printing the addendum, the exact termination fee must be disclosed on the addendum by entering it into Bluemoon prior to printing or written on the addendum (using a pen) during lease signing. The termination fee amount on the addendum should match the reletting charge on the first page of the full TAA lease. The right of early termination was updated to include a special provision that references the Resident Selection Policy. (See addendum default terms below)

Complete This Section ONLY IF Your Company/Property Uses The Lease Addendum For Early Lease Termination Of Lease Contract

You may terminate the lease giving us at least days written notice of termination

The termination date must be the last day of the month, or
 may be during a month

You must pay us a termination fee of

The termination fee is due and payable no later than days after you give us your termination notice

Your right of early termination is, or
 is not limited to a particular fact situation

SPECIAL PROVISION FACTS

Resident must pay reletting fee unless special circumstances permit as outlined in the Resident Selection Policy. Resident or resident's family member with POA must submit a 60 day written notice to vacate.