



MAKE READY STANDARDS AGREEMENT

Great properties, find great tenants at higher rental rates and maintain their value better over time. Problem properties find problem tenants. To ensure the best possible outcome and the greatest chance of financial return on investment, rental properties must be properly maintained.

Here are our standards in greater detail.

INTERIOR

- **Structure/Walls/Ceilings**

- Paint must be clean and free from marks and a neutral, white or an off white color depending on the architecture. Any shelving and/or TV mounts should be removed. Holes should be filled in and textured prior to painting. We use Sherwin Williams paint because of quality and their guarantees. We have a few preferred colors that are tried and true. Keep in mind that touch up paint on site is often dried or the walls may have faded not permitting touch ups. This is a case by case basis.

- **Doors**

- Doors must be free from holes, scuffs and have clean paint. Doors must open and close freely and properly. Weather strips must be in place and in good condition on all doors. Paint on doors should be new or like new and clean from all handprints dirt and debris. This sets the tone for potential tenants. All doors must have stoppers in place to prevent damage to walls from door knobs. **Please do not attempt to change your locks or bring your property up to rental code laws yourself, as we have specialists to do this for you.**

- **Windows**

- Glass must be clean and intact. Each exterior window must have a screen in place. No holes or tears are permitted. Each exterior window must have a locking device. Thumb locks are acceptable on older homes. Each exterior window must have 1 or 2 inch blinds. Sliding glass doors should have vertical blinds or a pull down shade. No drapes unless approved by property manager. Any existing curtain rods must be removed, with holes patched and painted.

- **Floors**
 - Flooring should be clean and stain free. Carpets must be professionally cleaned prior to each new tenant. Enzyme treatment may be required. Carpets may be expected to last about 5 years in a rental property. Carpets should be neutral and contemporary in color.
- **Closets**
 - Closets should be free from damage, have no debris. Paint should be clean.
- **Cabinets**
 - Cabinets should open and close properly, There should be no rot or separating particle or plywood. Paint or coating should be fresh and clean in appearance.

EXTERIOR

- **Yard**
 - The yard should be mowed, edged and the debris blown off the curbs. The greater the number of weeds the greater the challenge with HOA's and future maintenance.
- **Flowerbeds/Shrubs**
 - The flower beds must be weed free. Mulch is cheap, holds moisture to protect plants, looks great and is recommended. Plants should be uniform if installed, trimmed and living. Shrubs in front of windows should be trimmed to bottom of most windows for security and overall appearance. If concerned, ask your property manager.
- **Trees/Vegetation**
 - Trees should have limbs trimmed 6' high for smaller trees and 7' high for larger trees. Vegetation should be trimmed back at least 2" below roof line and away from side of home. Vegetation should be trimmed to resemble a spring cleaning.
- **Siding/Eaves**
 - Siding should be clean of dirt and paint fresh. Power washing may be required. Paint protects the home from moisture and rot. No nests of any kind may be present.
- **Gutters/Roof**
 - Roof must be clean of debris and tree limbs. Roof may not have any leaks. Chimneys must be free from nests. Dryer vents may need to be cleaned to prevent fire hazards. Gutters must be clean of debris and working properly.
- **Porches**
 - Porches should be clear of all personal items and furniture. Power washing may be required. No nests or spider webs may be present. Light fixtures should be clean, in working order and free from bugs and dirt.
- **Sprinkler System**
 - If present, system must be in fully functioning order.

- **Fences**

- Fences must not have any broken sections or pickets. Gates must operate properly. Any holes under fence must be filled in.

ELECTRICAL

- **Lights/Fans**

- All lights and fans must function properly. All bulbs must work. Fans that do not rotate freely or wobble must be repaired. We recommend avoiding new fans with remotes as the remotes are difficult to track and repair if lost. Pull chains must have "pulls" attached to end of chains.

- **Outlets/Switches**

- All switches and outlets must be clean, in working order and free from electrical hazards such as exposed wiring. All open boxes must be covered. GFCI's in wet areas are part of the present building code and highly recommended.

- **Garage Door Openers**

- Garage door opener must function properly, if present. Safety eyes must be in the appropriate location and fully functional. One remote per parking spot serviced with a garage door must be supplied.

APPLIANCES

- **Hood Vent**

- Must be clean, grease free and fully functional. Lights must work if installed.

- **Range**

- Range does not need to be new but baked on grease and food must be cleaned. Doors must open and close properly. Metal pans under burners must fit if installed. All burners, lights, knobs and displays must be in working order. Area behind ovens/ranges should be clean and clear of dust, food or misc. items. Rodents like this area when left dirty.

- **Dishwasher**

- Must operate properly and be free from rust and/or debris. Must drain properly, open, close and latch properly.

- **Disposal**

- Must operate properly without any abnormal noise. They're all loud but they should not have loose parts. Disposals should have rubber catch in place or additional metal screen in place.

- **Water Softener and Propane Tanks**

- If installed must be in working order or removed. These need to be topped off and filled. This is the only way to monitor usage

- **Exhaust Fans**

- Exhaust fans must be in working order including lights.

- **Microwave**

- If installed the unit must operate properly, lights must function.

HVAC

- **A/C Unit**

- Must be in fully functioning order. The temperature differential must be between 15-20 degrees approx. Filters must be new when delivered to resident. AC condensation lines must be free from debris and unclogged. Drain pans are recommended.

- **A/C Condenser**

- This should be free from debris and foliage. Air should be able to easily circulate. This should be 6" min from ground contact.

PLUMBING

- **Water Heater**

- The water heater must be fully functioning with no leaks. Pans with drains are highly recommended to be installed especially in attic installations. The area may not have debris if the energy source is gas.

- **Sinks**

- Sinks must be clean, drain freely and operate properly with no leaks. Stoppers must be in place and functioning properly.

- **Tubs/showers**

- Tubs and showers must be clean, caulked properly with clean caulk. Mildew must not be present. Grout must be in place and not cracked to prevent water intrusion. Showers must not leak and must drain freely. All shower curtains must be removed. Shower curtain rods may stay only if they are clean and in good condition.

- **Main Water Shut-off**

- The main water shutoff is typically located adjacent to the curb in the front yard for single family homes. If you can not find your homeowner shut off we recommend replacement to ensure it is operational.

- **Shut-Off Valves**

- These are typically installed in every area with water. They include sinks, toilets, refrigerator lines, etc. These must be fully operational with no leaks.

CODE RELATED ITEMS

- **Locks and Viewing Devices**

- When we take on a new property we require it to be rekeyed to our key system by our vendor, Mr. Rekey. The rekey is mandated by Texas Property Code for rental properties and is required by law to be done within a week of a new tenant moving in. Anytime there are new tenants placed, including the initial tenant and turnover tenants, a rekey is required per Texas Property Code: (<https://statutes.capitol.texas.gov/Docs/SDocs/PROPERTYCODE.pdf> Sec. 92.153). This reduces our shared liability and helps ensure the safety and security of the tenants. The vendor will ensure that the property is up to code and must perform any work that is needed to comply. This not only includes a rekey but also adding door viewers, keyless deadbolts, smoke and carbon monoxide detectors, etc. The door viewers (peep holes) are required at each exterior door including the door leading into the garage (glass doors do not require this). Patio/Sliding glass doors do require a pin lock. If a smart lock is present, it may be removed if it does not meet the Texas Property Code height requirements. If these do have to be removed, they become personal property, which we do not manage. If investors would like to hold onto their smart locks, please have those removed prior to turning the property over to 1836. Unfortunately there is no way for us to know how much the rekey work is going to cost up front, as the vendor will determine what is needed to bring the property to code. Depending on how much work is needed, this may end up exceeding the maintenance limit but the work will be completed regardless in order to bring the property up to code. The average cost could range between \$200 - \$750. Once the property is brought up to code, only the actual rekey should then be required moving forward. To ensure the safety and security of the tenants we require that homes received from prior property managers also be rekeyed at the start of our management term if tenants are already in place. **Please do not attempt to change your locks or bring your property up to rental code laws yourself, as we have specialists to do this for you who are familiar with the requirements.**

- **Smoke & Carbon Monoxide Detectors**

- Smoke detectors must be installed one per any room used as a bedroom, one per corridor in the immediate vicinity of the bedrooms and one on each level if multi level. These must be no closer than 6 inches to a wall and no farther than 12 inches from a ceiling. Carbon monoxide detectors will also be required to be installed at any property that uses gas or fuel-burning appliances and/or has an attached garage. Carbon monoxide detectors must be installed outside of each separate sleeping area and in the immediate vicinity of each sleeping area.

- **Fire Extinguishers**

- Working fire extinguishers must be supplied at all properties, ideally stored under the kitchen sink.

GENERAL INFORMATION

- **Make Ready Cleaning**

- We require that each home have a professional make ready cleaning performed before the tenants arrive. We require tenants to return the property in the same condition with receipts of service as proof. Delivering a property that you may "feel" has been cleaned leads to bad results. Also we can not require tenants to return the property to us professionally cleaned if we did not deliver it in that manner. Thus putting off the cleaning does not save money it only pushes the expense down the road and angers a tenant on move in day. We arrange this with no upcharge. Please keep in mind that homes which have not been fully cleaned in years will require more work. We must ensure that no bugs or rodents are left on top of kitchen cabinets. No bugs are left in light fixtures, cabinets are free from hair and debris and porches are free from dirt and nests. Depending on vacancy time, weather and traffic, it may be necessary to do a heavy cleaning prior to listing the property then another light cleaning to deliver a quality product to the tenant on move in day.

- **Carpet Cleaning**

- We require that all homes with carpet have a professional carpet cleaning. Tenants are required to return the homes in the same condition and provide a receipt as proof. Some homes will require spot treatment and/or enzyme treatments depending on the condition/history of the carpets.

- **Personal Property**

- ALL personal property must be removed from the home. Leaving behind a desk that you think the tenants may use only creates a problem when they don't. When leasing a home the new occupants have the right to enjoy the full use of the home. This means you should not store things in the attic or other storage spaces and expect to come back to use them. The new occupants have the right to use those areas. 1836 Property Management does not assume any responsibility for any personal property. Again, please remove all personal property, furniture, cleaning supplies, trash, tools, etc when handing the property over to 1836.

We agree to maintain our property to attract the best tenants and the highest potential future value.

Owner

Date

Owner

Date