



TEXAS ASSOCIATION OF REALTORS®  
**RESIDENTIAL LEASING AND PROPERTY MANAGEMENT AGREEMENT**

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**1. PARTIES:**

A. The parties to this agreement are:

Owner: \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Hm. Phone: \_\_\_\_\_ Wk. Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Additional Phones or Contact Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Broker: Birdy Properties LLC, CRMC®  
 Address: 18830 Stone Oak PKWY  
 City, State, Zip: San Antonio, Tx 78258  
 Phone: (210)524-9400 Fax: (210)524-9404  
 E-Mail: notices@birdy.com

- B. If Owner is not an individual, Owner is a:  estate  corporation  limited liability company (LLC)  trust  partnership  limited liability partnership (LLP)  other \_\_\_\_\_, which was chartered or created in \_\_\_\_\_ (State). The individual signing this agreement for the owner represents to Broker that he or she has the authority to bind Owner to this agreement, to act for Owner, and is acting under his capacity as \_\_\_\_\_ (title) for the Owner.
- C. Owner appoints Broker as Owner's sole and exclusive leasing and managing agent of the real property described in Paragraph 2 and in any addendum to this agreement.

**2. PROPERTY: "Property" means:**

Address (include unit nos.) \_\_\_\_\_  
 \_\_\_\_\_  
 legally described as: \_\_\_\_\_  
 \_\_\_\_\_  
 in \_\_\_\_\_ County, Texas, together with the following non-real-property items: \_\_\_\_\_  
 \_\_\_\_\_  
 "Property" also includes any other Property described in any attached Multiple Property Addendum.

**3. TERM:**

- A. Primary Term: The primary term of this agreement begins and ends as follows:  
 Commencement Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- B. Automatic Extension: Unless either party provides written notice of termination to the other party at least 30 days before the Expiration Date, this agreement will automatically extend on a monthly basis until either party terminates by providing at least 30 days written notice to the other party.

- C. Effective Services: If Broker determines that Broker cannot continue to effectively provide leasing and management services to Owner for any reason at any time during this agreement Broker may terminate this agreement by providing at least 30 days written notice to Owner.
- D. Fees Upon Termination: At the time this agreement ends, Owner must pay Broker amounts specified in Paragraph 12.

#### 4. AUTHORITY OF BROKER:

- A. Leasing and Management Authority: Owner grants to Broker the following authority which Broker may exercise when and to the extent Broker determines to be in Owner's interest:
- (1) advertise the Property for lease at Owner's expense by means and methods that Broker determines are reasonably competitive, including but not limited to creating and placing advertisements with interior and exterior photographic and audio-visual images of the Property and related information in any media and the Internet;
  - (2) place "For Lease" signs or other signs on the Property in accordance with applicable laws, regulations, ordinances, restrictions, and owners' association rules;
  - (3) remove all other signs offering the Property for sale or lease;
  - (4) submit the Property as a listing with one or more Multiple Listing Services (MLS) at any time the Property is marketed for lease and to change or terminate such listings;
  - (5) authorize other brokers, their associates, inspectors, appraisers, and contractors to access the Property at reasonable times for purposes contemplated by this agreement and to lend keys and disclose security codes to such persons to enter the Property;
  - (6) duplicate keys and access devices, at Owner's expense, to facilitate convenient and efficient showings of the Property and to lease the Property;
  - (7) place a keybox on the Property;
  - (8) employ scheduling companies to schedule showings by other brokers at any time the Property is marketed for lease;
  - (9) verify information and references in rental applications from prospective tenants;
  - (10) negotiate and execute leases on Owner's behalf for the Property at market rates and on competitively reasonable terms for initial terms of not less than 6 months and not more than 36 months and in accordance with any instructions in Paragraph 20;
  - (11) negotiate and execute any amendments, extensions, or renewals to any leases for the Property on Owner's behalf;
  - (12) terminate leases for the Property, negotiate lease terminations, and serve notices of termination;
  - (13) collect and deposit for Owner rents, security deposits, and other funds related to the Property in a trust account and pay from that account: (a) any compensation and reimbursements due Broker under this agreement; and (b) other persons as this agreement may authorize.
  - (14) account for security deposits that Broker holds in trust to any tenants in the Property in accordance with applicable law, this agreement, and any lease of the Property and make deductions from the deposits in accordance with the lease and applicable law;
  - (15) collect administrative charges including but not limited to, application fees, returned check fees, and late charges from tenants in the Property or from prospective tenants;
  - (16) institute and prosecute, at Owner's expense, actions to: (a) evict tenants in the Property; (b) recover possession of the Property; or (c) recover lost rent and other damages;
  - (17) settle, compromise, or withdraw any action described in Paragraph 4A(16);
  - (18) negotiate and make reasonable concessions to tenants or former tenants in the Property;
  - (19) report payment histories of tenants in the Property to consumer reporting agencies;
  - (20) obtain information from any holder of a note secured by a lien on the Property and any insurance company insuring all or part of the Property;

- (21) hire contractors to repair, maintain, redecorate, or alter the Property provided that Broker does not expend more than \$ 500.00 for any single repair, maintenance item, redecoration, or alteration without Owner's consent;
- (22) hire contractors to make emergency repairs to the Property without regard to the expense limitation in Paragraph 4A(21) that Broker determines are necessary to protect the Property or the health or safety of an ordinary tenant;
- (23) contract, at Owner's expense, in either Broker's or Owner's name, for utilities and maintenance to the Property during times that the Property is vacant, including but not limited to, electricity, gas, water, alarm monitoring, cleaning, pool and spa maintenance, yard maintenance, and other regularly recurring expenses that Broker determines are reasonable to maintain and care for the Property; and
- (24) perform other necessary services related to the leasing and management of the Property.

B. Record Keeping: Broker will:

- (1) maintain accurate records related to the Property and retain such records for not less than 4 years;
- (2) file reports with the Internal Revenue Service related to funds received on behalf of Owner under this agreement (for example, Form 1099); and
- (3) remit, each month, the following items to Owner: (a) funds collected by Broker for Owner under this agreement, less authorized deductions; and (b) a statement of receipts, disbursements, and charges. Owner may instruct Broker in writing to remit the items to another person or address.

C. Security Deposits:

- (1) During this agreement, Broker will maintain security deposits received from tenants in a trust account and will account to the tenants for the security deposits in accordance with the leases for the Property.
- (2) Except as stated in Paragraph 4(I), after this agreement ends, Broker will deliver to Owner or the Owner's designee the security deposit held by Broker under an effective lease of the Property, less deductions authorized by this agreement, and will send written notice to the tenant that states all of the following:
  - (a) that this agreement has ended;
  - (b) the exact dollar amount of the security deposit;
  - (c) the contact information for the Owner or the Owner's designee; and
  - (d) that Owner is responsible for accounting for and returning the tenant's security deposit.
- (3) If Broker complies with this Paragraph 4C, Owner will indemnify Broker from any claim or loss from a tenant for the return of a security deposit. This Paragraph 4C survives termination of this agreement.

D. Deductions and Offset: Broker may disburse from any funds Broker holds in a trust account for Owner:

- (1) any compensation due Broker under this agreement;
- (2) any funds Broker is authorized to expend under this agreement; and
- (3) any reimbursement Broker is entitled to receive under this agreement.

E. Insurance and Attorneys:

- (1) Broker may not file a claim for a casualty loss with the carrier insuring the Property. Broker may communicate with the carrier to facilitate the processing of any claim Owner may file or other matters that Owner instructs Broker to communicate to the carrier.
- (2) Broker may not directly or indirectly employ or pay a lawyer to represent Owner. Broker may communicate with Owner's attorney in accordance with Owner's instructions.

F. Information about Trust Accounts, MLS, and Keybox:

- (1) **Trust Accounts:** A trust account must be separate from Broker's operating account and must be designated as a trust, property management, or escrow account or other similar name. Broker may maintain one trust account for all properties Broker leases and manages for others.
- (2) **MLS:** MLS rules require Broker to accurately and timely submit all information the MLS requires for participation including leased data. Subscribers to the MLS may use the information for market evaluation or appraisal purposes. Subscribers are other brokers and other real estate professionals such as appraisers and may include the appraisal district. Any information filed with the MLS becomes the property of the MLS for all purposes. *Submission of information to MLS ensures that persons who use and benefit from the MLS also contribute information.*
- (3) **Keybox:** A keybox is a locked container placed on the Property that holds a key to the Property. A keybox makes it more convenient for brokers, their associates, inspectors, appraisers, and contractors to show, inspect, or repair the Property. The keybox is opened by a special combination, key, or programmed device, so that authorized persons may enter the Property. Using a keybox will probably increase the number of showings, but involves risks (for example, unauthorized entry, theft, property damage, or personal injury). *Neither the Association of REALTORS® nor MLS requires the use of a keybox.*

G. **Performance Standard:** Broker will:

- (1) use reasonable care when exercising Broker's authority and performing under this agreement; and
- (2) exercise discretion when performing under this agreement in a manner that Broker believes to be in Owner's interest, provided that Broker will treat any tenant honestly and fairly.

H. **Inability to Contact Owner:** If Broker is unable to contact Owner for   2   days, Broker is authorized to contact the person below for the sole purpose of attempting to reestablish contact with Owner.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I. **Foreclosure:** If Broker receives notice of the Owner's delinquency in the payment of: (1) any mortgage or other encumbrance secured by the Property; (2) property taxes; (3) property insurance; or (4) owners' association fees, Broker may give Owner 15 days to cure the delinquency during which period Owner authorizes Broker to freeze any funds held by Broker and no disbursements will be made to Owner related to this agreement or the Property. If after the 15 day period, the delinquency is not cured and the foreclosure process is initiated, Owner authorizes Broker to deduct from any other funds being held by Broker for Owner any remaining Broker Fees or funds due to Broker related to services performed under this agreement. Additionally, Owner authorizes Broker to return any security deposit being held by Broker to a tenant of the Property in addition to any prorated amount of rent being held by Broker and Broker may terminate this agreement. This paragraph does not preclude the Broker from seeking any other remedies under this agreement or at law that may be available to the Broker.

5. **LEGAL COMPLIANCE:** The parties will comply with all obligations, duties, and responsibilities under the Texas Property Code, fair housing laws, and any other statute, administrative rule, ordinance, or restrictive covenant applicable to the use, leasing, management, or care of the Property.

6. **RESERVES:** Upon execution of this agreement, Owner will deposit the following amount with Broker to be held in a trust account as a reserve for Owner: \$ 500.00 for each unit within the Property or Properties managed by Broker under this agreement. Broker may, at Broker's discretion, use the reserve to pay any expense related to the leasing and management of the Property(ies) (including but not limited to Broker's fees). If the balance of the reserve becomes less than the amount stated, at any time, Broker may: (a) deduct an amount that will bring the balance to the amount stated from any subsequent rent received on behalf of Owner and deposit the amount into the reserve; or (b) notify Owner that Owner must promptly deposit additional funds with Broker to bring the balance to the amount stated.

7. **ADVANCES:** Owner will, in advance, provide Broker all funds necessary for the leasing and management of the Property. Broker is not obligated to advance any money to Owner or to any other person.

8. **OWNER'S REPRESENTATIONS:**

A. General:

(1) Except as disclosed in Paragraph 20, Owner represents that:

- (a) Owner has fee simple title to and peaceable possession of the Property and all its improvements and fixtures, unless rented, and the legal capacity to lease the Property;
- (b) Owner is not bound by: (i) another agreement with another broker for the sale, exchange, lease, or management of the Property that is or will be in effect during this agreement; or (ii) an agreement or covenant that prohibits owner from leasing the property;
- (c) no person or entity has any right to purchase, lease, or acquire the Property by an option, right of refusal, or other agreement;
- (d) Owner is not delinquent in the payment of any property taxes, owners' association fees, property insurance, mortgage, or any encumbrance on or affecting the Property;
- (e) the Property is not subject to the jurisdiction of any court;
- (f) the optional user fees for the use of common areas (for example, pool or tennis courts) in the Property's subdivision are: N/A ; and
- (g) all information related to the Property that Owner provides to Broker is true and correct to the best of Owner's knowledge.

(2) Broker may disclose to a tenant or to a prospective tenant any information related to the representations made in this Paragraph 8.

B. Property Condition: Owner and Broker are obligated under law to disclose to a tenant or to a prospective tenant any known condition that materially and adversely affects the health or safety of an ordinary tenant. Owner is obligated under the Property Code to repair any such condition for a tenant. Owner represents that:

- (1) any pool or spa and any required enclosures, fences, gates, and latches comply with all applicable laws and ordinances; and
- (2) Owner is not aware of a condition concerning the Property that materially affects the health or safety of an ordinary tenant, except as stated below, in this agreement, or in any addendum:  
N/A

C. Lead-Based Paint: If the Property was built before 1978, Owner will complete and attach to this agreement an addendum regarding lead-based paint and lead-based paint hazards that will be made part of any lease of the Property. If the Property was built before 1978, federal law requires the Owner (before a tenant is obligated under a lease) to: (1) provide the tenant with the federally approved pamphlet on lead poisoning prevention; (2) disclose the presence of any known lead-based paint or hazards in the Property; and (3) deliver all records and reports to the tenant related to such paint or hazards.

9. **OWNER'S COOPERATION:** Owner agrees to:

- A. cooperate with Broker to facilitate the showing, marketing, and lease of the Property;
- B. not rent or lease the Property to anyone without Broker's prior written approval;
- C. not negotiate with any prospective tenant who might contact Owner directly, but refer all prospective tenants to Broker;
- D. not deal with or negotiate with any tenant in the Property concerning any matter related to the management or leasing of the Property but refer all such dealings to Broker;
- E. not enter into a listing agreement or property management agreement with another broker for the rental, leasing, or management of the Property to become effective during this agreement;
- F. provide Broker with copies of any existing leases or rental agreements related to the Property;
- G. provide Broker with keys and access devices to the Property;

- H. provide Broker with copies of all warranties related to the Property or any item in the Property;
- I. tender to Broker any security deposits paid by any existing tenants in the Property;
- J. complete any disclosures or notices required by law or a lease of the Property;
- K. amend applicable notices and disclosures if any material change occurs during this agreement; and
- L. notify Broker if Owner becomes delinquent in the payment of: (1) any mortgage or other encumbrance secured by the Property; (2) property taxes; (3) property insurance; or (4) owners' association fees.

**10. INSURANCE:**

- A. At all times during this agreement, Owner must maintain in effect:
  - (1) a public liability insurance policy that names Broker as a co-insured or additional insured and covers losses related to the Property in an amount of not less than \$ 100,000.00 on an occurrence basis; and
  - (2) an insurance policy for the Property in an amount equal to the reasonable replacement cost of the Property's improvements and that contains endorsements which contemplate the leasing of the Property with vacancies between lease terms.
- B. Not later than the 15th day after the Commencement Date, Owner must deliver to Broker copies of certificates of insurance evidencing the coverage required under Paragraph 10A. If the coverage changes at any time during this agreement, Owner must deliver to Broker a copy of the insurance certificate evidencing the change not later than 10 days after the change.
- C. If Owner fails to comply with Paragraphs 10A or 10B, Broker may:
  - (1) purchase insurance that will provide Broker the same coverage as the required insurance under Paragraph 10A(1) and Owner must promptly reimburse Broker for such expense; or
  - (2) exercise Broker's remedies under Paragraph 17.

**11. BROKER'S FEES:** All fees to Broker under this agreement are payable in Bexar County, Texas. This Paragraph 11 survives termination or expiration of this agreement with regard to fees earned during this agreement which are not payable until after its termination. Broker may deduct any fees under this Paragraph 11 from any funds Broker holds in trust for Owner. If more than one property or unit is made part of and subject to this agreement, each of the provisions below will apply to each property or unit separately.

- A. **Management Fees:** Each month Owner will pay Broker the greater of \$ 100.00 (minimum management fee) or: *(Check one box only.)*
  - (1) 10.000 % of the gross monthly rents collected that month.
  - (2) N/A

A vacancy in the Property or failure by a tenant to pay rent does not excuse payment of the minimum management fee. Management fees under this Paragraph 11A are earned daily and are payable not later than the last day of each month.
- B. **Leasing Fees for New Tenancies:** Each time the Property is leased to a new tenant, Owner will pay Broker a leasing fee equal to: *(Check one box only.)*
  - (1) 50.000 % of one full month's rent to be paid under the lease.
  - (2) N/A % of the gross rents to be paid under the lease.
  - (3) N/A

The leasing fees under this Paragraph 11B are earned and payable at the time the lease is executed.
- C. **Renewal or Extension Fees:** Each time a tenant in the Property renews or extends a lease, Owner will pay Broker a renewal or extension fee equal to: *(Check one box only.)*
  - (1) N/A % of one full month's rent to be paid under the renewal or extension.
  - (2) N/A % of the gross rents to be paid under the renewal or extension.
  - (3) \$150.00

The renewal or extension fees under this Paragraph 11C are earned and payable at the time the renewal or extension is effective. For the purposes of this paragraph, a new lease for the same

Property with the same tenant then occupying the Property is an extension or renewal. This Paragraph 11C does not apply to month-to-month renewals or month-to-month extensions.

- D. **Service Fees:** Each time Broker arranges for the Property to be repaired, maintained, redecorated, or altered as permitted by this agreement, Owner will pay Broker a service fee equal to: *(Check one box only.)*
  - (1) N/A % of the total cost of each repair, maintenance, alteration, or redecoration.
  - (2) N/A \_\_\_\_\_ .The service fees under this Paragraph 11D are earned at the time the repair, maintenance, redecoration, or alteration is made and are payable upon Owner's receipt of Broker's invoice.
- E. **Interest on Trust Accounts:** Any trust account Broker maintains under this agreement may be an interest-bearing or income producing account. Broker may retain any interest or income from such account as compensation under this agreement. Broker will remove any interest or income payable under this Paragraph 11E from the trust account not later than the 30th day after the interest or income is paid.
- F. **Administrative Fees:** If Broker collects administrative charges from tenants or prospective tenants, including but not limited to, application fees, returned check fees, or late charges (as authorized under Paragraph 4A), Broker will retain such fees as compensation under this agreement. The administrative fees under this Paragraph 11F are earned and payable at the time Broker collects such fees.
- G. **Fees Related to Insurance and Legal Matters:** If Owner requests or instructs Broker to coordinate or communicate with any insurance carrier regarding any casualty to or on the Property or if Owner requests or instructs Broker to appear in any legal proceeding or deposition related to the Property (including, but not limited to, evictions, tenant disputes, security deposit disputes, and suits for damages), Owner will pay Broker \$0 per hour for Broker's time expended in such matters and in preparation of such matters. Fees under this Paragraph 11G are earned at the time the services are rendered and payable upon Owner's receipt of Broker's invoice.
- H. **Fees in the Event of a Sale:**
  - (1) **Fee if a Tenant Purchases Property:** If at any time during this agreement or within 180 days after it ends, Owner sells the Property to a tenant who occupied the Property during the term of this agreement, Owner will pay Broker a fee equal to: *(Check one box only.)*
    - (a) 4.000 % of the sales price.
    - (b) 5% if Birdy Properties does not represent the tenant. \_\_\_\_\_ .Fees under this Paragraph 11H(1) are earned at the time Owner agrees to sell the Property and are payable at the time the sale closes. Broker will waive any fees due under Paragraph 12 at the time the sale closes.
  - (2) **Fee if Buyer is Procured through Broker:** If during this agreement, Owner agrees to sell the Property to a person other than a tenant who occupied the Property and Broker procures the buyer, directly or through another broker, Owner will pay Broker a fee equal to: *(Check one box only.)*
    - (a) 5.500 % of the sales price.
    - (b) 5% if Birdy Properties represents the buyer, other than the tenant. \_\_\_\_\_ .Fees under this Paragraph 11H(2) are earned at the time Owner agrees to sell the Property and are payable at the time the sale closes. Broker will waive any fees due under Paragraph 12 at the time the sale closes.
  - (3) **Sale Coordination Fees:** If at any time during this agreement Owner agrees to sell the Property and Broker is not paid a fee under Paragraph 11H(1) or (2), Owner will pay Broker 3% \_\_\_\_\_ for Broker's time and services to coordinate showings, inspections, appraisals, repairs, and other related matters. Fees under this Paragraph 11H(3) are earned at the time such services are rendered and payable upon Owner's receipt of Broker's invoice.
  - (4) **Definition:** "Sell" means to agree to sell, convey, transfer or exchange any interest in the Property whether by oral or written agreement or option.

(5) Separate Listing Agreement Controls: If Owner sells the Property and pays Broker the fee under a separate written listing agreement between Owner and Broker: (a) this Paragraph 11H will not apply; and (b) Broker will waive any fees due under Paragraph 12 at the time the sale closes.

I. Other: N/A  
\_\_\_\_\_  
\_\_\_\_\_

**12. FEES UPON TERMINATION:** At the time this agreement ends, Owner must pay Broker:  
A. all amounts due Broker under this agreement; and  
B. if the Property is leased to a tenant on the date this agreement ends and Owner terminates this agreement, an amount equal to the lesser of:  
(a) the management fees that would accrue over the remainder of the term of the lease; or  
(b) \$ N/A .

If more than one property or unit is made part of and subject to this agreement, this paragraph applies only to those properties or units then leased and applies to each property or unit separately.

**13. EXPENSE REIMBURSEMENT:** Upon Owner's receipt of Broker's invoice, Owner will reimburse Broker the following expenses that are related to the leasing or management of the Property: (a) copy charges; (b) charges for long distance telephone calls or facsimile transmissions; (c) regular, express, or certified mail charges; (d) notary fees; (e) photos and videos; (f) reasonable travel expenses, including but not limited to mileage reimbursement (at the standard mileage rate published by the IRS), parking expenses, and tolls; and (g) any other expenditures Broker is authorized to make under this agreement for Owner or that Owner otherwise authorizes Broker to make for Owner.

**14. FUNDS RECEIVED AFTER TERMINATION:** Except as provided in Paragraph 4(I), if Broker receives any funds on behalf of Owner after this agreement ends (for example, rent, damages, past due amounts, and others), Broker will deposit those funds in Broker's trust account and will: (a) pay N/A % of the funds received to Broker as compensation for services (for example, research, accounting, communicating, and processing) rendered at that time; and (b) pay the balance of the funds to Owner. This provision survives termination of this agreement.

**15. COOPERATION WITH OTHER BROKERS:** When the Property is marketed for lease, Broker will allow other brokers to show the Property to prospective tenants. If the other broker procures a tenant who leases the Property, Broker will offer to pay the other broker a fee out of the compensation Broker receives under Paragraph 11. As of the date this agreement is signed, Broker's policy is to offer other brokers the following amounts. Broker may change the amounts disclosed below without notice, provided that Broker will offer competitively reasonable amounts to other brokers.

A. MLS Participants: If the other broker is a participant in the MLS in which the listing is filed, Broker will offer to pay the other broker:

(1) if the other broker represents the tenant (*complete only one*): N/A % of one month's rent to be paid under a lease; N/A % of all rents to be paid under a lease; or \$ 250.00 ;  
and

(2) if the other broker is a subagent (*complete only one*): N/A % of one month's rent to be paid under a lease; N/A % of all rents to be paid under a lease; or \$ 250.00 .

B. Non-MLS Brokers: If the other broker is not a participant in the MLS in which the listing is filed, Broker will offer to pay the other broker:

(1) if the other broker represents the tenant (*complete only one*): N/A % of one month's rent to be paid under a lease; N/A % of all rents to be paid under a lease; or \$ 250.00 ;  
and

(2) if the other broker is a subagent (*complete only one*): N/A % of one month's rent to be paid under a lease; N/A % of all rents to be paid under a lease; or \$ 250.00 .



**16. LIABILITY AND INDEMNIFICATION:**

- A. Broker is not responsible or liable in any manner for personal injury to any person or for loss or damage to any person's real or personal property resulting from any act or omission not caused by Broker's negligence, including but not limited to injuries or damages caused by:**
- (1) other brokers, their associates, inspectors, appraisers, and contractors who are authorized to access the Property;
  - (2) acts of third parties (for example, vandalism, theft, or other criminal acts);
  - (3) freezing or leaking water pipes;
  - (4) failure to properly water the foundation of the Property;
  - (5) a dangerous condition or environmental condition on the Property; or
  - (6) the Property's non-compliance with any law or ordinance.
- B. Broker is not responsible or liable in any manner for:**
- (1) any late fees or other charges Owner incurs to any creditor caused by late or insufficient payments by any tenant in the Property; or
  - (2) damages to Owner caused by a tenant's breach of a lease.
- C. Owner agrees to protect, defend, indemnify, and hold Broker harmless from any damage, costs, attorney's fees, and expenses that:**
- (1) are caused by Owner, negligently or otherwise;
  - (2) arise from Owner's failure to disclose any material or relevant information about the Property;
  - (3) are caused by Owner giving incorrect information to any person; or
  - (4) are related to the management of the Property and are not caused by Broker, negligently or otherwise.
- D. Owner is responsible and liable for all contracts and obligations related to the Property (for example, maintenance, service, repair and utility agreements) entered into before or during this agreement by Owner or by Broker under Broker's authority under this agreement. Owner agrees to hold Broker harmless from all claims related to any such contracts.**
- 17. DEFAULT:** A party is in default if the party fails to cure a breach within 10 days after receipt of written demand from the other party. If either party is in default, the non-defaulting party may: (a) terminate this agreement by providing at least 10 days written notice; (b) recover all amounts due to the non-defaulting party under this agreement; (c) recover reasonable collection costs and attorney's fees; and (d) exercise any other remedy available at law. Broker is also entitled to recover any compensation Broker would have been entitled to receive if Owner did not breach this agreement.
- 18. MEDIATION:** The parties agree to negotiate in good faith in an effort to resolve any dispute related to this agreement that may arise between the parties. If the dispute cannot be resolved by negotiation, the dispute will be submitted to mediation. The parties to the dispute will choose a mutually acceptable mediator and will share the cost of mediation equally.
- 19. ATTORNEY'S FEES:** If Owner or Broker is a prevailing party in any legal proceeding brought as a result of a dispute under this agreement or any transaction related to or contemplated by this agreement, such party will be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney's fees.
- 20. SPECIAL PROVISIONS:**
- a. **BIRDY PROPERTIES, LLC, CRMC® will only collect or expect the management fee listed in paragraph 11a on rent collected.**
  - b. **In the event that an occupant of the property is NOT Procured or Approved by Birdy Properties, Owner will be charged a \$300 Eviction Coordination Fee to coordinate the eviction process.**

**21. ADDENDA:** Incorporated into this agreement are the following addenda, exhibits, and other information:

- A. Information About Brokerage Services
- B. Addendum Regarding Lead-Based Paint
- C. Multiple Property Addendum
- D. Owner's Notice Concerning Condition of Property under Property Management Agreement
- E. Property Manager's Inventory and Condition Report
- F. Addendum for Authorization to Act for Owner before Owners' Association
- G. Copy of Rules and Regulations of an Owners' Association
- H. Copy of the Owners' Association Bylaws and Deed Restrictions affecting the Property
- I. W-9 IRS Form, Owner E-Pay Order Form and Payment Option Form

*Note: Complete and deliver to Broker IRS W-9 Form or similar form. Broker maintains a privacy policy that is available upon request.*

**22. AGREEMENT OF PARTIES:**

- A. Entire Agreement: This document contains the entire agreement of the parties and may not be changed except by written agreement.
- B. Assignments: Neither party may assign this agreement without the written consent of the other party.
- C. Binding Effect: Owner's obligation to pay Broker an earned fee is binding upon Owner and Owner's heirs, administrators, executors, successors, and permitted assignees.
- D. Joint and Several: All Owners executing this agreement are jointly and severally liable for the performance of all its terms. Any act or notice to, refund to, or signature of, any one or more of the Owners regarding any term of this agreement, its extension, its renewal, or its termination is binding on all Owners executing this agreement.
- E. Governing Law: Texas law governs the interpretation, validity, performance, and enforcement of this agreement.
- F. Severability: If a court finds any clause in this agreement invalid or unenforceable, the remainder of this agreement will not be affected and all other provisions of this agreement will remain valid and enforceable.
- G. Context: When the context requires, singular nouns and pronouns include the plural.
- H. Notices: Notices between the parties must be in writing and are effective when sent to the receiving party's address, fax, or e-mail address specified in Paragraph 1.
- I. Copyright: If an active REALTOR® member of the Texas Association of REALTORS® does not negotiate this agreement as a party or for one of the parties, with or without the assistance of an active member of the State Bar of Texas, this agreement is voidable at will by Owner.

**23. INFORMATION:**

- A. **Broker's fees or the sharing of fees between brokers are not fixed, controlled, recommended, suggested, or maintained by the Association of REALTORS®, MLS, or any listing service.**
- B. **In accordance with fair housing laws and the National Association of REALTORS® Code of Ethics, Broker's services must be provided and the Property must be shown and made available to all persons without regard to race, color, religion, national origin, sex, disability, familial status, sexual orientation, or gender identity. Local ordinances may provide for additional protected classes (for example, creed, status as a student, marital status, or age).**
- C. **Owner may review the information Broker submits to an MLS or other listing service.**

- D. Broker advises Owner to remove or secure jewelry, prescription drugs, and other valuables.
- E. The Property Code requires the Property to be equipped with certain types of locks and security devices, including (with some exceptions): (1) window latches on each window; (2) a keyed doorknob lock or keyed deadbolt lock on each exterior door; (3) a sliding door pin lock on each exterior sliding glass door of the dwelling; (4) a sliding door handle latch or a sliding door security bar on each exterior sliding glass door of the dwelling; and (5) a keyless bolting device and a door viewer on each exterior door of the dwelling. The Property Code also requires smoke alarms in certain locations. The Property Code requires the security devices to be rekeyed and the smoke alarms to be tested each time a new tenant occupies the Property.
- F. Broker cannot give legal advice. **READ THIS AGREEMENT CAREFULLY.** If you do not understand the effect of this agreement, consult an attorney **BEFORE** signing.

Birdy Properties LLC, CRMC®

Broker's Printed Name 602432 License No.

\_\_\_\_\_  
Owner's Printed Name

Broker's Signature \_\_\_\_\_ Date  
 Broker's Associate's Signature, as an authorized agent of  
Broker

\_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Date

Lorena Jáuregui de Birdy, REALTOR®

Broker's Associate's Printed Name, if applicable

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Date

**Index to Residential Leasing and Property Management Agreement**

<b><u>No.</u></b>	<b><u>Paragraph Description</u></b>	<b><u>Pg.</u></b>	<b><u>No.</u></b>	<b><u>Paragraph Description</u></b>	<b><u>Pg.</u></b>
1.	Parties	1	13.	Expense Reimbursement	8
2.	Property	1	14.	Funds Received after Termination	8
3.	Term	1	15.	Cooperation with Other Brokers	8
	A. Primary Term		16.	Liability and Indemnification	9
	B. Automatic Extension		17.	Default	9
	C. Effective Services	2	18.	Mediation	9
	D. Fees Upon Termination		19.	Attorney's Fees	9
4.	Authority of Broker	2	20.	Special Provisions	10
	A. Leasing and Management Authority		21.	Addenda	10
	B. Record Keeping	3	22.	Agreement of the Parties	10
	C. Security Deposits		A. Entire Agreement		
	D. Deductions and Offset		B. Assignments		
	E. Insurance and Attorneys		C. Binding Effect		
	F. Information about Trust Accounts, MLS, and Keybox		D. Joint and Several		
	G. Performance Standard	4	E. Governing Law		
	H. Inability to Contact Owner		F. Severability		
	I. Foreclosure		G. Context		
5.	Legal Compliance	4	H. Notices		
6.	Reserves	4	I. Copyright		11
7.	Advances	4	23.	Information	11
8.	Owner's Representations	5			
	A. General				
	B. Property Condition				
	C. Lead-Based Paint				
9.	Owner's Cooperation	5			
10.	Insurance	6			
11.	Broker's Fees	6			
	A. Management Fees				
	B. Leasing Fees for New Tenancies				
	C. Renewal or Extension Fees	6			
	D. Service Fees	7			
	E. Interest on Trust Accounts				
	F. Administrative Fees				
	G. Fees Related to Insurance and Legal Matters				
	H. Fees in the Event of a Sale				
	I. Other	8			
12.	Fees Upon Termination	8			



TEXAS ASSOCIATION OF REALTORS®  
**ADDENDUM FOR AUTHORIZATION TO ACT FOR OWNER BEFORE OWNERS' ASSOCIATION**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
 ©Texas Association of REALTORS®, Inc. 2014

**ADDENDUM TO LEASING AND MANAGEMENT AGREEMENT BETWEEN THE UNDERSIGNED PARTIES CONCERNING THE PROPERTY AT \_\_\_\_\_**

A. Ownership of the above-referenced Property entitles Owner to membership in the \_\_\_\_\_ (Association).  
 The contact information of the manager for the Association is \_\_\_\_\_

B. Owner will provide Broker copies of all Association documents in Owners' possession.

C. Owner grants to Broker the sole and exclusive right and authority to act on Owner's behalf and appoints Broker as Owner's attorney-in-fact to act as Owner's agent in all matters dealing with or in any way connected with the Association relating to the above-referenced Property, including but not limited to, the right to:

- (1) negotiate agreements;
- (2) request and receive from the Association, its officers, directors, or management all information, accounting, and documents to which Owner may be entitled;
- (3) vote in person or by proxy on all matters that may arise affecting the Property related to the Association;
- (4) instruct the Association where to send notices and correspondence (including instructions to send notices to the Owner at Owner's address or to broker or to both), which as of this date, Owner instructs Association to send notices and correspondence to: Both: Owner and Broker  
Broker: 18830 Stone Oak PKWY San Antonio, Tx 78258 ; and
- (5) advise the Association of this agreement and of any lease of the Property.

Except as expressly provided, this addendum does not obligate Broker to attend Association meetings.

D. Owner is responsible for payment of all mandatory assessments or fees payable to the Association.

(1) Owner will remit any fees or assessments payable to the Association.

(2) Broker will remit any fees or assessments payable to the Association from funds Broker receives in trust for Owner.

E. Special Provisions:

Birdy Properties LLC, CRMC®  
 Broker's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_  
 Broker's Associate's Signature  
Lorena Jáuregui de Birdy

\_\_\_\_\_  
 Owner \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
 Owner \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®  
**OWNER'S NOTICE CONCERNING CONDITION OF PROPERTY  
 UNDER PROPERTY MANAGEMENT AGREEMENT**

©Texas Association of REALTORS®, Inc. 2004

CONCERNING THE PROPERTY AT \_\_\_\_\_

OWNER IS TO COMPLETE THIS FORM TO THE BEST OF THE OWNER'S KNOWLEDGE. THIS NOTICE IS NOT A WARRANTY OF ANY KIND.

**Section 1. The Property has the items marked below: (Mark Yes (Y), No (N), or Unknown (U).)**

Item	Y	N	U	Additional Information
Central A/C				<input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> heat pump number of units:
Wall/Window AC Units				number of units:
Evaporative Coolers				number of units:
Central Heat				<input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> heat pump number of units:
Other Heat				if yes describe: _____
Fireplace & Chimney				<input type="checkbox"/> woodburning ____ (no.) <input type="checkbox"/> mock ____ (no.) <input type="checkbox"/> other: _____
Gas Logs in Fireplace				
Ceiling Fans				number of units:
Carport				<input type="checkbox"/> attached <input type="checkbox"/> not attached
Garage				<input type="checkbox"/> attached <input type="checkbox"/> not attached
Garage Door Openers				number of units: _____ number of remotes: _____
Fences				<input type="checkbox"/> wood <input type="checkbox"/> chain-link <input type="checkbox"/> other
Patio/Decking				describe: _____
Outdoor Grill				location: _____
Hot Tub/Spa				
Pool				<input type="checkbox"/> in-ground <input type="checkbox"/> above ground / heater: <input type="checkbox"/> yes <input type="checkbox"/> no
Underground Lawn Sprinkler				<input type="checkbox"/> automatic <input type="checkbox"/> manual areas covered: _____
Septic / On-Site Sewer Facility				if yes, attach Information About On-Site Sewer Facility (TAR-1407)
Water Heater				<input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> other: _____ number of units: _____
Water Softener				<input type="checkbox"/> owned <input type="checkbox"/> leased from _____
Washer/Dryer Hookups				dryer hookups are: <input type="checkbox"/> gas <input type="checkbox"/> electric
Washer				
Dryer				
Sauna				
Alarm System				<input type="checkbox"/> owned <input type="checkbox"/> leased from _____
Smoke Alarms				number of units: _____
Kitchen Equipment				<input type="checkbox"/> range-oven combo. <input type="checkbox"/> cooktop <input type="checkbox"/> oven <input type="checkbox"/> microwave <input type="checkbox"/> dishwasher <input type="checkbox"/> disposer <input type="checkbox"/> hood fan <input type="checkbox"/> trash compactor <input type="checkbox"/> refrigerator <input type="checkbox"/> other: _____

**Section 2. Are you aware of any item, equipment, or system in or on the Property that is in need of repair?**  yes  no If yes, explain (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note: Unless instructed otherwise, items in the Property will be repaired in accordance with the repair provisions in the lease that the Broker negotiates for the Owner.*

(TAR-2206) 8-26-04

Concerning the Property at \_\_\_\_\_

**Section 3. Are you aware of any of the following?**

**Y N**  
  Owners' associations or maintenance fees or assessments. If yes, complete the following:  
Name of association: \_\_\_\_\_  
Manager's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Describe the common areas or facilities (pool, tennis courts, greenbelts, etc.): \_\_\_\_\_  
Are there any user fees for the common facilities?  yes  no If yes, describe: \_\_\_\_\_  
Name and contact information of any other association to which the Property is subject: \_\_\_\_\_

- Any notices of violations of deed restrictions or governmental ordinances affecting the condition or use of the Property.
- Any lawsuits or other legal proceedings directly or indirectly affecting the Property.
- Any condition on the Property which materially affects the health or safety of an individual.

If the answer to any of the items in Section 3 is yes, explain (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4. Other Information.**

- (1) Water to the Property is supplied by:  city  MUD  WCID  co-op  well (location: \_\_\_\_\_ )
- (2) The type of roof on the Property is:  composition shingle  wood shingle  flat (tar & gravel)  metal  other \_\_\_\_\_ Approx. Age: \_\_\_\_\_ years
- (3) If the Property is a condominium or townhome, describe parking spaces (numbers, if assigned, location): \_\_\_\_\_
- (4) Describe the location and number of the mailbox: \_\_\_\_\_
- (5) Provide any alarm codes, garage door codes, access codes, gate codes, common facility codes: \_\_\_\_\_
- (6) Describe the location of:  
heating & cooling filters: \_\_\_\_\_ filter size(s): \_\_\_\_\_  
electrical breakers: \_\_\_\_\_  
water shut-off valve: \_\_\_\_\_ gas shut-off valve: \_\_\_\_\_
- (7) There  are  are not written warranties in effect for the Property or any appliances. Attach copies.
- (8) Provide the names and phone numbers of the current providers to the Property:

Electricity: \_\_\_\_\_ Ph: \_\_\_\_\_  
Gas: \_\_\_\_\_ Ph: \_\_\_\_\_  
Water & Sewer: \_\_\_\_\_ Ph: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ph: \_\_\_\_\_  
Cable: \_\_\_\_\_ Ph: \_\_\_\_\_  
Garbage: \_\_\_\_\_ Ph: \_\_\_\_\_  
Pool Service: \_\_\_\_\_ Ph: \_\_\_\_\_  
Alarm: \_\_\_\_\_ Ph: \_\_\_\_\_  
Landscaping: \_\_\_\_\_ Ph: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®  
**ADDENDUM REGARDING LEAD-BASED PAINT**

*For use in the lease of residential property built before 1978.*

**ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT \_\_\_\_\_**

**A. LEAD WARNING STATEMENT:** Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors (landlords) must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees (tenants) must also receive a federally approved pamphlet on lead poisoning prevention.

**B. DISCLOSURE:**

(1) Presence of lead-based paint and/or lead-based paint hazards. (Check (a) or (b)).

(a) Landlord knows of the following lead-based paint and/or lead-based paint hazards in the Property:  
 \_\_\_\_\_

(b) Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the Property.

(2) Records and reports available to Landlord. (Check (a) or (b)).

(a) Landlord has provided Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the Property which are listed here: \_\_\_\_\_

(b) Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the Property.

**C. TENANT'S ACKNOWLEDGEMENT:**

(1) Tenant has received copies of all information listed in Paragraph B.

(2) Tenant has received the pamphlet entitled Protect Your Family from Lead in Your Home.

**D. AGENTS' NOTICE TO LANDLORD AND ACKNOWLEDGEMENT:**

(1) The brokers and agents to the lease notify Landlord that Landlord must: (a) provide Tenant with the EPA-approved pamphlet on lead poisoning prevention; (b) complete this addendum; (c) disclose any known lead-based paint and/or lead-based paint hazard in the Property; (d) deliver all records and reports to Tenant pertaining lead-based paint and/or lead-based paint hazards in the Property; and (e) retain a copy of this addendum for at least 3 years.

(2) The brokers and agents to the lease have advised Landlord of Landlord's obligations under 42 U.S.C. 4852d and are aware of his/her responsibility to ensure compliance.

**E. CERTIFICATION OF ACCURACY:** The undersigned have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and correct.

\_\_\_\_\_  
 Landlord Date

\_\_\_\_\_  
 Tenant Date

\_\_\_\_\_  
 Landlord Date

\_\_\_\_\_  
 Tenant Date

\_\_\_\_\_  
 Listing Broker/Agent or Property Manager Date  
**Lorena Jáuregui de Birdy, REALTOR®**

\_\_\_\_\_  
 Tenant Date

\_\_\_\_\_  
 Other Broker/Agent Date

\_\_\_\_\_  
 Tenant Date





# Information About Brokerage Services

**B**efore working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

### IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

### IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

### IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an

intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

(1) shall treat all parties honestly;

(2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;

(3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and

(4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

**If you choose to have a broker represent you**, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188, 512-936-3000 (<http://www.trec.texas.gov>)

(TAR-2501) 10-10-11

TREC No. OP-K

Birdy Properties, CRMC, 18830 Stone Oak Pkwy San Antonio, TX 78258  
Phone: (210)524-9400 Fax: (210)524-9404 Business Development Team

Owner Sample

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.zipLogix.com](http://www.zipLogix.com)