



Property Owner Requirements

Top Hat Property Management, LLC requires the following from all property owners:

- Property must be in compliance with the Texas Property code to include:
 - Having the property re-keyed by a locksmith
 - Locks on all doors and windows according to property code
 - Peep holes on exterior doors
 - Smoke alarms in bedrooms &/or hallways
 - See <http://www.texaspropertycode.org/> for specifics

- Prepare the property in the condition you expect it to be when returned from tenants:
 - All appliances and HVAC in proper working order
 - Property and carpets to be cleaned (suggest professional cleaning; and will expect same cleaning from tenants)
 - Yard mowed and trimmed

- Complete the TAR “Owners Notice of Property Condition”

- Maintain a Texas Dwelling Policy with a landlord package to include Top Hat Property Management, LLC as an additional insured. Please consult your personal insurance agent for policy recommendations