



121 N. 31st Street, Ste C
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Quarterly & Preventive Maintenance Assessment

Quarterly property assessments (every 3 months) for all our rental properties are required. A Spradley Property Management technician will be performing the assessment of ***your*** home on:

The purpose of these assessments is to prevent maintenance issues. Checks include, but are not limited to any evidence of water leaking, inspection for mold, fire, safety, security code violation(s), and overall appearance of the property inside and out. As you are aware, heat/air conditioner filters and smoke detector batteries are your responsibility to maintain. Also, your home must be kept clean.

Please note:

1. **IMPORTANT:** Privacy Deadbolts/locks (the keyless deadbolt on the front door) must remain unlocked so we can enter the home. If we are unable to enter your home to conduct this assessment or maintenance due to inadequate access you will be charged \$50.00
2. We must be notified immediately if you have a security alarm.
3. Clear excess clutter and leave all interior doors unlocked as access to every room is necessary.
4. Secure all pets.
5. You do not need to be present, however we will NOT be able to enter if there is a child (under 18) present without adult supervision.
6. Pictures will be taken of the interior and exterior of your home.
7. If you would like to request '**special scheduling**' by appointment, a convenience fee of \$35 will be applied to your account AND must be scheduled *prior* to the date listed above. Missed appointments will also incur additional charges.
8. A notice will be left inside your home regarding the assessment and any item (s) we may have found in need of repair for future maintenance can be found on the full report on your tenant portal.
9. The following fines will apply for lease violations:
 1. Dirty Heat/AC filters. \$100 for 1st offense and must be changed within 48 hours with your emailed confirmation. If your AC becomes inoperable due to dirty filters, you will be responsible for any repair expenses. Repeat offenses will increase fines by \$50 per occurrence.
 2. Inoperable smoke detector (removed, dead battery or missing). \$100 for 1st offense. Repeat offense will increase fines by \$100 per occurrence.
 3. Other fines will/may apply per your lease contract for violations.

We will also make every attempt to text you 1 business day prior to your assessment. Please log onto your tenant portal to verify we have the correct contact information at www.spradleyproperties.com

Thank you for your cooperation and care of your home,

Spradley Property Management