

## *Tempos III Association, Inc.*

*c/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036*

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Unit# \_\_\_\_\_

## **Welcome New Tenants!**

We are glad that you selected Tempos III as your home. Tempos III is a premier town home property and a very desirable place to live. One of the reasons that Tempos III is so desirable is because the owners and the tenants care about their property and maintain the facilities. Before you may move in, you need to register with the Association and attend a brief orientation session. Please follow the registration procedure listed below.

1. \_\_\_\_\_ Submit lease form for review – It is recommended that owners submit their lease forms for approval prior to locating a new tenant. All leases must be submitted for review and be in compliance with items 2.3.1-4.3.
2. \_\_\_\_\_ Tenant Screening – Owners must run a criminal background check on all tenants over 18 years of age. After completing the background check, the owner must certify that all tenants over the age of 18 have been screened. The tenant screening must include a criminal background check and a sex-offender database check performed by a professional agency. (Per page 4, item 2.1 of the Leasing & tenancy restrictions and policies). The owner must review the results of the screening and not rent, lease, or allow occupancy or residency of their unit per item IV. Occupancy Restrictions which start on page 7, item 4.1-4.3
3. \_\_\_\_\_ Sign a lease that meets the requirements on page 4, item 2.2.
4. \_\_\_\_\_ Complete the Tenant Registration Form
5. \_\_\_\_\_ Sign up for the orientation and Submit the \$200 move in and registration fee. The \$200 covers the cost of the following:
  - i. \_\_\_\_\_ Processing the tenant registration form.
  - ii. \_\_\_\_\_ An orientation session
  - iii. \_\_\_\_\_ A transmitter/remote for the property
  - iv. \_\_\_\_\_ Pool Key
  - v. \_\_\_\_\_ Parking tags
6. \_\_\_\_\_ Complete the Vehicle Registration Form and submit to Randall Management
7. \_\_\_\_\_ Schedule and attend the Tenant Orientation Session
8. \_\_\_\_\_ Sign the Rules and Regulations
9. \_\_\_\_\_ Complete and sign the Insurance Acknowledgement Form.