

# One Montreal Owners Association, Inc.

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## Intent to Lease Information

I, \_\_\_\_\_, the owner of unit, \_\_\_\_\_, am in the process of leasing my property to \_\_\_\_\_. The applicant(s) contact information is - \_\_\_\_\_ and their email address is \_\_\_\_\_.

I have completed a background check on \_\_\_\_\_ (list all applicants names over the age of 18).

**I understand that One Montreal Owner's Association and or the One Montreal Place Property Manager are not to serve as my personal managing or leasing agent. It is my responsibility to address all of my tenants needs.**

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

\_\_\_\_\_  
Date

## Leasing Checklist Form

Please note that you (the owner) must initial by each line item below in order to have your applicant's information reviewed by One Montreal Owner's Association, Inc. Your applicant's information will be denied if all of the information is not checked off and submitted and a \$75 fine will be applied to the unit's account.

1. \_\_\_\_\_ Intent to lease letter submitted prior to move-in which includes: Applicants names, contact information, and that a background check was completed.
2. \_\_\_\_\_ A signed acknowledgment form was submitted by tenant(s) to the HOA.
3. \_\_\_\_\_ A copy of the executed Texas Condominium Lease was submitted to the HOA.
4. \_\_\_\_\_ Access to the property – Keys to the unit, keys to their mailbox, and access cards or remotes is issued to the tenant(s).
5. \_\_\_\_\_ A parking decal is issued to the tenant(s) for each vehicle.
6. \_\_\_\_\_ List their reserved space number \_\_\_\_\_.
7. \_\_\_\_\_ A list of what is the landlord's responsibility and contact numbers for the tenants to call if any maintenance is needed.
8. \_\_\_\_\_ A copy of the Welcome Packet was issued to tenant along with the rules and regulations.