



February 5, 2024

1st Choice Property Management  
5664 Denton Hwy  
Fort Worth, TX 76148

Michael Washington & Elizabeth Pena-Washington  
310 Saddle Rd.  
Fort Worth, TX 76108

Subject: Notice of Outstanding Charges and Collection Proceedings

Dear Michael and Elizabeth,

I trust this letter finds you well. We hope you have settled into your new residence comfortably. This correspondence is regarding your previous tenancy at 310 Saddle Rd, Fort Worth, TX 76108, and it is with regret that we inform you of outstanding charges related to your move-out.

After a thorough inspection of the property following your departure, we have identified several issues that require attention and rectification. The charges associated with these issues are outlined below:

1st Choice Property Maintenance Invoice#7849 \$775  
JAK Carpet Cleaning Invoice#1676 \$211.09  
Pro Solutions Termite & Pest Control \$162.38

The total outstanding amount is \$1148.47. We kindly request that you remit payment for these charges within the next 10 days from the date of this letter. Please make your payment in the form of certified funds or money order payable to 1st Choice PM or you can pay using the Pay Near Me payslip.

If payment is not received within the specified timeframe, we have no choice but to proceed with submitting this debt to a collections agency. This action could have adverse effects on your credit score and may result in additional fees associated with the collections process.

To avoid these consequences, we urge you to address this matter promptly. If you have any questions or concerns about the charges or the payment process, please do not hesitate to contact us at 682-666-6570 or [sylvia@1stchoicepm.com](mailto:sylvia@1stchoicepm.com).

Payments can be mailed or dropped off at the address above.

Thank you for your immediate attention to this matter. We appreciate your cooperation in resolving these outstanding charges.

Sincerely,

Sylvia Arrambide  
1st Choice Property Management  
5664 Denton Hwy  
Fort Worth, TX 76148



## Lease Addendum for Security Deposit Waiver

(must check one)

<input checked="" type="checkbox"/> EP <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> MW <input type="checkbox"/>	<b>\$51 per month</b>	You waive payment of the security deposit of <b><u>\$2,195.00</u></b> in lieu of the indicated monthly payment.
<input type="checkbox"/>	<b>\$2,195.00</b>	You agree to post the security deposit required by the Landlord

Your Lease Agreement contractually requires that a Tenant post a Security Deposit to secure compliance with the terms and conditions of the Lease Agreement. The Security Deposit may be used by Landlord as reimbursement for amounts contractually recoverable from the Tenant under the Lease Agreement. In lieu of the Security Deposit, Landlord offers to waive the one-time Security Deposit in exchange for payment of the monthly fee indicated above for the term of the Lease Agreement. This waiver does not waive the requirement that the Tenant will adhere to the terms and conditions of your Lease Agreement and any tenant damages identified after move out will be billed to the tenant for all actual damage costs. In the event the Property Management contract is terminated, the monthly fee referenced herein will cease and the Property Owner may require You to post a Security Deposit.

We will send you a lease for signatures. You will have 48 hours to sign the lease and pay the security deposit (or monthly fee in lieu of supplying the deposit) and administration fee in order for us to sign off on the lease and hold the property for you. Failure to sign the lease and pay the deposit and fee within 48 hours will result in a loss of your application fees and the property will be placed back on the market.

### I HAVE READ AND UNDERSTAND THIS ADDENDUM

Resident Signature: Elizabeth Pera-Washington Date: 05/22/23  
 Resident Signature: Michael Washington Date: 05/22/23  
 Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1st Choice Property Maintenance**

5664 Denton Hwy

Fort Worth, TX 76148 US

+1 8172811300

accounting@1stchoicepm.com

www.fortworthpropertymaintenance.c

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**BILL TO**  
310 Saddle**INVOICE 7849****DATE** 01/23/2024**DUE DATE** 02/22/2024**WORK ORDER #**

THQRCXFB

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Interior Painting</b> Supplies and Labor 1. In the living room, fill holes on the back wall (5 in total), prepare, and paint.* 2. Perform light touch-up painting on the wall to the immediate right of the window. 3. In the master bedroom, address the wall on the right side, filling 4 holes and painting. 4. In the master bathroom, fill 2 holes and paint the wall on the right side of the sink. 5. Fill and paint the middle spare bedroom, addressing 4 holes. 6. For the spare bedroom on the left, fill 4 holes and paint. 7. Remove the code cover on the back wall in the living room, patch the holes, and paint the area. 8. Apply Kitz to the water stain on the baseboard in the master bedroom (under the shelves) and on the left side of the shower door, followed by painting. Wall Repairs Paint Prep Paint work Clean up	1	525.00	525.00
	<b>Wall Plate</b> Mbedroom	1	5.00	5.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Replace Batteries	Replace batteries in the garage remote controls, which are located on the kitchen counter.	1	20.00	20.00
Trash Haul	Empty all trash bins.	1	75.00	75.00
Clean Gutters	--	1	150.00	150.00

TOTAL DUE

\$775.00



**JAK CARPET CLEANING LLC**  
2944 SE LOOP 820  
Fort Worth, TX 76140 US  
8172258797  
management@jakcarpetcleaning.com

**Invoice**

**BILL TO**

1st Choice Property Management  
5664 Denton Hwy  
Haltom City, TX 76148  
United States

**SHIP TO**

Property Address  
310 Saddle Rd  
Fort Worth, Texas 76108

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
1676	01/20/2024	\$211.09	02/19/2024	Net 30	

**SALES**

Juan

**APT #**

Meld#TI3LZAB

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/17/2024	<b>Carpet Cleaning Occupied</b>	Carpet Cleaning; 3 Rooms	1	120.00	120.00T
01/17/2024	<b>Pet Treatment</b>	Pet Treatment	1	75.00	75.00T

SUBTOTAL

TAX

TOTAL

BALANCE DUE

195.00

16.09

211.09

**\$211.09**

**PRO SOLUTIONS TERMITE & PEST CONTROL**  
1825 BROOKVIEW DRIVE  
ARLINGTON, TEXAS 76010  
**817-276-0975**

DATE: 1/29/24 I 12 P  
0 3 P

TECHNICIAN: *Jud 0557680*  
*TPCC 11969*

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**CUSTOMER INFORMATION**

NAME: John PHONE: 555-1234

Die Group  
ADDRESS: 310 Saddle Road

**BILLING ADDRESS:**

CITY: White Settlement ZIP: 76113

MAP: REFERRED BY:

Licensed and Regulated by:  
Texas Department of Agriculture  
Structural Pest Control Service  
P.O. Box 12847  
Austin, TX 78711-2847  
Phone (512) 305-8250 or 866-918-4481  
(FAX) 888-232-2567

**(WARRANTY INFORMATION)**

No Warranty       90 Days       365 Days

Other Warranty       30 Days       180 Days

CATEGORY I		CATEGORY II
SPIDERS	RATS	CARPENTER ANTS
SCORPIONS	MICE	PHAROAH ANTS (household ants)
EARWIGS		INTERIOR FIRE ANTS
MILLIPEDES	GERMAN ROACH	
CENTIPEDES	CARPET BEETLES	FLEAS
AMERICAN ROACH		
ORIENTAL ROACH	SILVERFISH	TICKS
SMOKEY BROWN ROACH		
SOW BUGS	CARPENTER BEES	
PILL BUGS		
CRICKETS		
	<ul style="list-style-type: none"> <li>- THESE ARE PEST THAT REQUIRE SPECIAL TREATMENTS. THEY ARE EITHER ADD ON'S DISCOUNTED ON THE STANDARD INSURED FOR OR INCLUDED IN THE ULTIMATE CARE AGREEMENT.</li> <li>ANY OTHER PEST OCCUR OUTSIDE THIS LIST DO NOT HESITATE TO CONTACT US. WE ARE ABLE TO GUIDE YOU.</li> </ul>	

- These are the pest that we can accurately warranty based on what you purchased.
  - Please remember that we will do our best, but exterior fire ants (in yard) and stinging wasp are complimentary at the time of your service.
  - Rodent warranty does not include dead rodent removals. We do provide this service, but subject to a \$25.00 charge. Furthermore, rodent bait boxes and traps are additional.

**WARRANTY PROVISIONS:** It is understood that the structure above shall be under warranty for the period specified. If reinestation does occur, Pro Solutions Termite & Pest Control will treat the infested area again. Our clients agree to prepare the structure and provide reasonable access for the technician to treat infested area. All warranty work must be scheduled and completed within the warranty period. Under no circumstances will Pro Solutions Termite & Pest Control be responsible for bodily or structural damages caused by insects or insecticides at any time before or after any treatment, but will comply with State and Federal laws. It is further understood that warranty may be transferred from one structure to another, for our one year agreements only. This excludes warranty for individual services and termite treatments. Transfer fees do apply. Furthermore, we perform termite inspections by termite certified technicians to provide value to our services. In no way is Pro Solutions liable for misdiagnosis. In addition, we promise to always meet the satisfaction of our clients. But for the reason a refund is requested, it will only be issued within 30 days from the date of service. No refunds issued for non warranty services. By signing this document, I have received a copy of the consumer information sheet (reverse side) and understand the terms of the above warranty as provided with the services I have purchased.

## German Roaches