PROPERTY NOTICE PREPARATION WORKSHEET

Internal worksheet – do not serve on the resident.

Property jurisdiction: Austin, TX. Prepared for Casey Example on October 8, 2026.

Intended next step: Review whether the conduct is an actionable, curable breach and identify the correct notice to give an opportunity to correct it.

Incident record

Reported occurrence from October 6, 2026 through October 6, 2026. Time or frequency: 8 p.m. to 8:15 p.m. on one occasion.

One reported incident of music heard near the property. Its source has not been confirmed.

Reported location: 29 Pine Street.

Before preparing or serving a formal notice

Confirm who has authority, the premises and occupants, residential or commercial status, the precise lease ground, whether the breach can be corrected, lawful service, and any local, subsidized-housing or other protection. Keep the original evidence and distinguish personal observations from reports. Check for any accommodation obligations before deciding on enforcement. No service, cure deadline, termination or possession demand has been made by producing this worksheet.

Texas property. A request to reduce noise does not demand possession. Under Property Code §§24.002(b) and 24.005, verify that the person entitled to possession makes the required written demand and establish the grounds for ending the right to possession. Where a lease or applicable law requires an opportunity to respond to a proposed eviction, §24.005(e) permits the subsection (a) period to run concurrently and the opportunity to be included in the notice. In the ordinary defaulting-tenant case, §24.005(a) generally calls for at least three days before filing unless a written lease or agreement sets a shorter or longer period. Verify delivery, receipt, the applicable counting rules and the specific tenancy before calculating a deadline.

Texas Property Code, Chapter 24