



## LEASING AGENT PACKET

Thank you for assisting us in serving our clients! We have compiled this packet to help you complete the requirements to assist your customer in obtaining their new lease. Please let us know if you have ANY questions! You may contact the listing agent directly or Melissa Clinton at 979-696-5357 or [Melissa@AtHomePM.com](mailto:Melissa@AtHomePM.com).

At Home Properties uses the Texas REALTORS® forms. All required forms are located on our website at <http://athomepm.com/forms/>. We kindly request that you refer your customer/client to these forms. We cannot accept any other types.

### **Checklist to secure a lease:**

- Application(s): One for every tenant and occupant over the age of 18. This includes the IABS, Rental Qualifying Guidelines and the Application. (All students must have a Guarantor accompanying them.) Applicants may apply online (preferred method), under the Rentals tab, or may use the TR® form.
- Application Fee (\$60/tenant) ALL checks must be made payable to **At Home Properties** (We cannot accept cash.) If they apply online, this will be required to complete the application submission.
- Lease Guarantor Application and \$60 fee (if needed) – may also be completed online or via the Texas REALTORS® form
- Security Deposit/Application Hold Fee: must be paid in full. See MLS for individual property requirements. This may be paid in office or online. If they choose to pay the deposit online, keep in mind there are convenience fees. The fees will be charged retroactively; \$3.95 for ACH/eCheck and \$10 for credit/debit card payments.
- Property Hold Agreement signed by tenants. (see attached)

### Items to be aware of:

- ❖ A hold will **NOT** be placed on any property until ALL forms, Application Hold Fee/security deposit and fees have been received by At Home Properties. This is due to the demand for our properties.
- ❖ We will only process the Application once all required items have been received by At Home Properties.
- ❖ Any property leased for less than 9 months will receive a pro---rated commission.
- ❖ We will execute the lease and Rules and Regulations for your customers. This is to ensure that all of our leases are consistent.

### **Commission:**

At Home Properties will obtain the commission from the property owner once the Tenant's FIRST FULL MONTH'S rent has been paid. \*If the lease term is less than 9 months the commission will be pro---rated. **Note:** The leasing agent/Broker is required to turn in an invoice to At Home Properties within 30 days of procuring the tenants. If no invoice is received – no commission will be paid.

THANK YOU again for helping us! We appreciate your comments and suggestions.



**PROPERTY HOLD AGREEMENT**

DATE: \_\_\_\_\_

PROPERTY: \_\_\_\_\_ (address)

**APPLICATION & DEPOSIT:** In addition to the non-refundable application fee described in a residential lease application that the undersigned Applicant(s) has submitted to the undersigned Landlord, Applicant has delivered to Landlord an Application Deposit in the amount of \$ \_\_\_\_\_. The deposit must be received within 24-hours or the property will continue to be available for lease by other parties. If you choose to pay the deposit online, keep in mind there are convenience fees. The fees will be charged retroactively; \$3.95 for ACH/eCheck and \$10 for credit/debit card payments.

**HOLD:** Landlord will remove the Property from the market and will not lease the Property to another person if, and when, Landlord approves Applicant as a tenant. Landlord is not obligated to remove the Property from the market until Landlord notifies Applicant of approval.

**OBLIGATION UPON APPROVAL OR NON-APPROVAL:**

1. If Landlord approves Applicant as a tenant for the Property, Landlord will notify Applicant of the approval not later than the 7<sup>th</sup> day after the date this agreement becomes binding.
2. Not later than the 2<sup>nd</sup> day after Landlord notifies Applicant of the approval, Applicant must sign a written lease for the Property with terms described in this agreement and the Application Deposit will be credited to the security deposit in the lease.
3. If Landlord does not approve Applicant or does not notify Applicant of approval within the time required, Landlord will refund the Application Deposit to Applicant and this agreement will terminate.
4. If Landlord notifies Applicant of approval and Applicant fails to sign the lease within the time required, Landlord will retain the Application Deposit and may lease the Property to another person.
5. If Applicant withdraws Applicant’s application or breaches this agreement, Landlord will retain the Application Deposit and may lease the Property to another person.

**LEASE TERMS:** If Landlord approves Applicant, Landlord and Applicant will enter into a written lease with the following terms on forms published by the Texas Association of REALTORS®.

**Lease Dates:** \_\_\_\_\_ (start) to \_\_\_\_\_ (expire) and **Monthly Rent:** \$ \_\_\_\_\_

**Pets:** Y or N (if yes, will require an additional deposit & Pet Agreement Form)

**Guarantor/Cosigner:** Y or N (if yes, will require completion of the Residential Lease Guaranty form)

**FALSE INFORMATION:** If Applicant provides any false information in an application or in this agreement, Landlord may reject the application, retain the application fee and the Application Deposit as liquidated damages for Landlord’s time and expense, and terminate any right of occupancy.

Subchapter I, Chapter 92, Property Code governs Application Deposit procedures. Before signing this agreement, Applicant should determine if all necessary utilities are available to the Property and are adequate for Applicant’s intended use. This is a binding agreement. READ IT CAREFULLY before signing. Should the Application Deposit, for any reason, be returned by the bank we understand that we will be charged a \$50 fee.

\_\_\_\_\_  
Applicant Date Applicant Date

\_\_\_\_\_  
Applicant Date Applicant Date

Signed for Landlord under written property management agreement by:

\_\_\_\_\_  
At Home Properties, Representative Date



**LEASE COMMISSION INVOICE**

At Home Properties will obtain the commission from the property owner once the Tenant's FIRST FULL MONTH'S rent has been paid. \*If the lease term is less than 9 months the commission will be pro-rated. You are also welcome to use your brokerage's invoice.

**Leasing Agent Information:**

<b>Name:</b>	
<b>Company:</b>	
<b>Phone:</b>	
<b>Address:</b>	

**Lease Information:**

<b>Property:</b>			
<b>Tenant(s):</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Rent Rate:</b>		<b>Commission:</b>	

**Note:** The leasing agent/Broker is required to turn in an invoice to At Home Properties within 30 days of procuring the tenants. If no invoice is received – no commission will be paid.