



### 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 Melissa Clinton at 979-696-5357 or [Melissa@BCSAtHome.com](mailto:Melissa@BCSAtHome.com).

At Home Properties uses the Texas Association of REALTORS® forms. All required forms are located on our website at <http://athomepm.com/forms/>. We kindly request that you refer your customer 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.)
- Application Fee (\$50/tenant). ALL checks must be made payable to **At Home Properties** (We cannot accept cash.)
- Copy of Driver's License or Government issued photo ID.
- Lease Guaranty form (if needed)
- Guaranty Fee, \$20/tenant (if needed)
- Security Deposit: must be paid in full. See MLS for individual property requirements.

#### Items to be aware of:

- ❖ A hold will **NOT** be placed on any property until ALL forms, reservation 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.

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



**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.

**Leasing Agent Information:**

Name:	
Company:	
Phone:	
Address:	

**Lease Information:**

Property:			
Tenant(s):			
Start Date:		End Date:	
Rent Rate:		Commission:	

**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.