

AGENT LEASE SIGNING INSTRUCTIONS

DEPOSIT:

- Due on the approving date or the next day by 12PM --- If not paid property will go back on market.
 - Money orders or Cashiers checks Acceptable
- Money orders & cashiers checks to be dropped off to Natoya Allen at 205 Roberts St. Suite 5 Houston, TX 77076

RENT:

- Due on move in date BEFORE 12 PM—MOVE INS FRIDAYS AND EVERY 1ST OF MONTH.
 - Money orders, Cashiers checks, or Zelle.
- ✓ Money orders & cashier's checks to be dropped off to Natoya Allen at 205 Roberts St. Suite 5 Houston, TX 77076

LEASE

- Listing Agent will write lease
 - Signed ONLINE
- Lease agreement will be emailed to the tenant(s) to review and electronically sign.

AGENTS

- Agents email Broker's W9 to natoya@houstoncenterrealty.com
- Sign Agreement between brokers online (We will send you the ABB via e-sign)
- ✓ Check will only be mailed to address on W9 and make payable to the legal name of the company not DBA.
 - ✓ Please let us know if you will like to pick up check in person
- ✓ If check is mailed to correct W9 address and lost in the mail, a request for stop payment can be done but a \$25 cancellation fee will be deducted from commission and check will be Reissued.

PET DEPOSIT:

- No pets allowed.