

## Equity Property Management Group

227 N Loop 1604 East Ste 150 San Antonio, TX 78232

P.O. Box 92, Bulverde, TX 78163

Office (210) 568-7668 Fax (832)200-1282



### Lease and application instructions for Houston area agents

Please read *Tenant Selection Criteria* thoroughly (available online in MLS) so that you will be familiar with what must be submitted with an application. You must provide the most recent TXR-2003 Residential Lease Application and our Tenant Selection Criteria to the applicant. If you prefer, they can return the application and required documents to us directly via email to [admin@equitypmg.com](mailto:admin@equitypmg.com) or via fax at 832-200-1282. Their ID as well as any pet photos will need to be emailed as a jpg file or scanned in color as a PDF in order to be legible. A faxed copy will not come across clear enough to read.

The approval process takes about 4 business days, depending on when we receive all required information, including returned rental and employment verifications. We will notify applicant if approved, we will prepare the lease document and all addendum and send to them directly via email or fax number to send it to. We can copy you on it if you request. Be aware that **our lease terms are not negotiable** so please make sure the applicants understand this ahead of time so as not to waste anyone's time. Also, you may want to remind them of the following:

- Application fee is \$75 per adult occupant, including married couples because we run separate reports for all applications. Fee is payable at the time of application in certified funds (money order) only. When they email the application and required documents they will need to include a legible copy of the filled out money order for the application fee(s) then immediately mail the fees to Equity PMG PO Box 92 Bulverde, TX 78163 **so that we receive it within 3 days**.
- If applicable, application must include legible photo of pet(s), current shot records showing rabies certificate and proof of current flea/tick treatment.
- Security deposit and any pet fee must be received by Equity PMG within 3 days of applicant's approval. They can send that via 2 day mail to Equity PMG, Attention: Karyn Stephan, P.O. Box 92 Bulverde, TX 78163.
- Security deposit must be paid on separate cashier's check or money order from the rent and any other fees.
- First FULL month's rent and any pet fee is to be paid in certified funds (cashier's check or money orders), made payable to Equity PMG. Again, do NOT include security deposit on the same payment instrument as rent or other fees.
- Move-in condition is AS IS.

### Payment of Broker Fees

- **Make sure that you sign the *Agreement Between Brokers (no renewals paid, no sales paid)* Include your brokerage's *W-9* with correct mailing address where payment is to be sent.**
- Commission check will be issued after tenant has paid deposit, pet and lease writing fees and first full month's rent.
- As always, call us at 210-607-0988 if you have any questions not answered here.

Thank you for cooperating on the leasing of one of our properties; we appreciate you!