

## Instructions for Agents

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This information is to assist you in the completion of the application and leasing process.

- Availability:** Unit availability is listed on our website at [www.unitedrealtybcs.com](http://www.unitedrealtybcs.com). Each unit page will show the available move-in date, rent rate, deposits and special conditions.
- Showing a Unit:** To better serve our residents, we require a twenty four (24) hour advance notice before a unit is shown. United Realty will contact the residents, on behalf of out-of-house agents, regarding the showing date and time.
- Keys:** All keys can be picked up and returned to the United Realty office the same day as the showing. If keys are held overnight, they must be returned by 9:00 am the following morning. A \$100.00 fee will be charged for unreturned keys. Key requests should be made at least an hour in advance of pick up and prior to 4pm.
- Commission:** Commission of 25% of the rent rate is paid to the agent and completes all application and leasing paperwork. Agent commissions are paid on the 15<sup>th</sup> of each month after the following conditions are met: 1) Agent provides United Realty with a current W-9 and invoice and 2) Resident must pay the first full month's rent in its entirety. Resident must also be in good standing with United Realty for 90 days from the move in/lease start date. If resident defaults on the Lease Contract within this 90-day period (**3 full month rent collected**), the Agent Commission will be due back to United Realty within 10 days after Agent receives notification from United Realty and payment must be in the form of a check or money order.
- Forms:** Required forms can be found on our website or can be picked up at our office.
- Applicant Income:** **Gross Monthly Income** may be shown in one of the following manners. All documentation should be submitted with the application. United Realty will make verbal confirmations with employers where required.
- Paystubs** – all applicants will be asked to produce consecutive and most recent pay stubs demonstrating a minimum of three (3) months' income from the application date. Income can be demonstrated by providing any combination of current or prior employment or the prior year W2 for each applicant. Handwritten paystubs are insufficient documentation for income verification.
- Offer Letters** will be accepted only when the applicant has been in the job for less than 30 days. All employment offer letters also require the most recent paystubs from prior jobs meeting the three (3) month income verification and offer letters must be verbally verified for authenticity. A letter of employment on official company letter head, for jobs that have not yet started, may be accepted at the sole discretion of the management company.
- Additional Sources of Verifiable Income** maybe considered. These sources include: child support, grants, pensions, GI benefits, disability, trust funds, social security and savings accounts. If any additional sources of income listed above are considered, written verification must be provided directly from the supplier. If written verification cannot be obtained the applicant must provide six current consecutive months of bank statements confirming receipt from the supplier.
- Savings, Stocks and Bonds** may be considered in lieu of employment or other monthly income if the vested balance shows at least three (3) times the annual market rent.
- A Valid Form I-20** may be considered to fulfill the verifiable income requirement.

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**Self-employed persons** will be required to provide the most recent tax return and six (6) months of their most current bank statements and a copy of any relevant unexpired business license.

**Full Time Student: Proof of Full Time Status;** Students must provide a current or following semester schedule showing at least twelve (12) credit hours. If the applicant is not enrolled at the time of application a letter of acceptance to the college or university may be accepted at the sole discretion of the management company.

**Applicant Credit:** **Credit Report** from Tenant Tracker or CBC Innovis must be included with each application. United Realty can run this required report for \$45 per application. Married couples may apply jointly and credit can be run together.

**Application Packets:** Please submit the application packet in the following order. INCOMPLETE PACKETS WILL NOT BE ACCEPTED.

1. In-House Contemplated Lease Terms- signed by each prospect
2. Application(s)
3. Valid Government Issued ID with each corresponding application
4. About Our Leasing Process, TREC Brokerage Form, Lease Qualification Standards
5. All deposits- Receipts, payments, copies of checks
6. Proof of Income
7. All Supplemental Forms
  - a. Animals- current vaccination record, pet screening questionnaire, pet deposit
  - b. International Applicants- I-20, J-1, or H-1 and Supplemental Application
  - c. HUD- copy of voucher and request for inspection packet
8. Agent Invoice

**Payments:** NO CASH. Security Deposit, Pet Deposit, Application Fees and Guarantor Fees must be paid with money orders, checks or online credit card payment through Paylease. Online payments can be made through our website at [www.unitedrealtybcs.com](http://www.unitedrealtybcs.com). Receipts for online payments must be included with the application packet. Application Fees are non-refundable.

**AGENTS SHOULD NOT SIGN THE LEASE CONTRACT.** A representative of United Realty will execute the lease.

## Additional Forms

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**Lease Video Acknowledgment:** The Lease Video Acknowledgment form is required for all leases completed through e-signature. The video serves as a walkthrough of the lease contract in place of a sit down with the agent. Here is the link to the video <http://www.videoapt.com/tabid/119/VPID/964/VP/TAALeaseV1/Default.aspx>

**Roommate Agreement:** The Roommate Agreement should NOT be part of the Lease Contract but SHOULD be offered to each resident with roommates for their own personal use. United Realty does not recognize or enforce agreements or arrangements made between roommates.

**Move-Out Instructions:** Move out instructions are available on our website under the "Forms" section for residents to view. Residents are not required to sign the form on the website, but it is available for their information.

**Useful Maintenance Tips:** Useful Maintenance Tips are also available for residents to view on our website under the "Forms" section.