



About Our Leasing Process

To help you in leasing your next home with United Realty

Welcome to United Realty. We are delighted that you have chosen to lease with us! The following is intended to help you through the leasing process and to ensure that you will enjoy your time with United Realty. The information we request on the application will help us better serve you. Let us know if you have any questions!

All units are available on a first come first serve basis. Units will be reserved when all applicants and lease terms have been approved. Units are not held until offers are approved.

To apply all applicants who will reside in the unit and are over the age of eighteen (18) will need to complete an Application Packet which consists of ALL of the following:

- Complete TAA Application
- Copy of valid driver's license or picture ID
- Signed About our Leasing Process Form, TREC Brokerage & Lease Qualification Standards
- All supplemental documentation
- Payment of \$45 application fee per application; Guarantor Fee of \$35 per guarantor application.
- Full Security Deposit

Joint and Roommate applications must be submitted together to be considered combined. Otherwise applications will be processed as standalone packets which will have to qualify individually, i.e. each application will have to meet the income verification requirement for the full rent on their own.

Multiple Residents: All residents are jointly and severally liable for all lease contract obligations including, but not limited to, full monthly rent, violation fees, late fees, and damages. Applications must be submitted together.

Lease Terms: Standard lease term is for 12 months. Offers for leases less than 12 months will be considered on a case by case basis and may require additional monthly rent and other special provisions. Special lease terms may be available for specific units. For more information check our website at www.unitedrealtybcs.com.

Lease offers and conditional terms will not hold units for reserve until all parties have agreed to the terms. If your offer to lease the property is different from the terms specified in the listing for that property the property will remain on the market and be available for others to apply for. Applications with Contemplated Lease Terms meeting the terms specified in the property listing may be accepted even if other offers are under review but have not been approved by the owner.

All offers and requests must be submitted in writing to the management company using the **Contemplated Lease Contract Information Form**, prior to acceptance of lease terms and lease signing. Property management and the owner will not be held liable for any agreement made between prospective residents and agents or employees not written and explicitly approved in advance of lease signing. This includes items such as lawn care, pest control, washer and dryer included early move-in or move-out, rent concessions, and special provisions. All approved offers must be reflected on the lease contract at the time of signing. If any approved request is not expressly identified on the lease contract it is the responsibility of the residents to bring it to the attention of the management company prior to signing

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Changing the terms of your offer prior to a decision by the owner or otherwise defaulting on the terms specified in the application paperwork or the lease agreement will be considered default and you will owe and forfeit the full application deposit and the property will be placed back on market availability.

Accepted Forms of Payment include checks, money orders or online payment through www.unitedrealtybcs.com. **NO CASH.** United Realty does not reimburse or refund the online convenience fees incurred when making online payments.

Deposits being refunded require a thirty day (30) clearing period before a refund check will be issued by United Realty. Receipts for payments made online must be included with the application packet.

Occupancy Policy: No more than one person shall be allowed to occupy a single bedroom. Current municipal codes also limit occupancy to four (4) unrelated persons. Some units' occupancy requirements may be affected by additional regulations in place through the City, Home Owner's Association or Neighborhood Association.

Pet Policy: All pets must be approved by the property management company in advance, have a completed TAA Animal Addendum and the corresponding animal deposit paid before they are allowed in the unit. Pet privileges are at the sole discretion of the management company as determined by the owner of the property. A maximum of two (2) dogs or cats or a combination of both is permitted in a unit. A Pet Screening Questionnaire must be completed for each pet and turned in with the application packet. Additional documentation, certifications, or licenses may be required for Service and Companion animals.

Pet Deposit is required with the Animal Addendum for each animal. Dogs and cats have a standard refundable pet deposit starting at \$200 each due at the time the addendum is signed. There is also a non-refundable fee due for each pet as follows: for a 1 bedroom property this fee is \$150. For properties with 2 bedrooms or more this fee is \$75/bedroom. This fee covers one carpet cleaning service, one de-flea treatment, and one deodorize service. If additional treatments or services are needed, the cost will be deducted from the Pet Deposit. All residents assume responsibility for the animal, including any incurred damages, fees, etc. Refund of the Pet Deposit is subject to the terms and conditions set forth in the Lease Contract and is not refundable before all residents surrender the premises even if the animal has been removed.

Dogs must be 2 years old or older, less than 40lbs, and be housebroken with a good rental history. The following breeds or mixed breeds with their lineage are not allowed without written approval from United Realty regardless of unit or property guidelines: Chow, Doberman, German Shepherd, Spitz, Rottweiler, Bull Mastiff, Belgian Malinois and Pit Bull. Any animal with a history of violent behavior will not be approved.

Cats (Domesticated) must be 2 years old or older, be spayed or neutered, have a good rental history and have lived with their owner for at least one year.

Fish, Reptiles, Rodents, and Birds: Fish tanks, aquariums, and terrariums of twenty (20) or more gallons, rodents, and birds each require a \$100 refundable pet deposit. Reptiles must be approved by management and require a \$100 deposit. Snakes are not allowed. Residents may have a maximum of three (3) fish tanks, aquariums, or terrariums (of any capacity) and a maximum of three (3) reptiles, rodents, or birds per unit. Additional fish tanks, aquariums, or terrariums (of any capacity) will require management approval and may require an additional deposit.

Animals not noted above, including large dogs and animals under two years of age, may be approved by United Realty but may require additional deposits or special provisions. Written approval is needed prior to the animal being allowed in the unit.

Disclaimer: Lease Contract, terms and application are subject to owner and manager approval.



Information About Brokerage Services

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER: The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written – listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER: The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interest of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because the buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY: A broker may act as an intermediary between the parties if the broker complies with the Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction: (1) shall treat all parties honestly; (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner; (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property. With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under the Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under the Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real Estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC).

If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3960

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Lease Qualification Standards

United Realty adheres to Equal and Fair Housing practices and does not discriminate on the basis of race, age, color, religion, sex, sexual orientation, disability, familial status, national origin, protected activities or genetic info. The following qualification standards will be required from every prospective resident and occupant over the age of eighteen (18).

Application Fee: A one-time, non-refundable application fee of \$45 is required with each application. Each application submitted with a guarantor will require an additional \$35 guarantor application fee.

Verifiable Income: Applicants must meet ONE of the requirements below.

Gross Monthly Income: Gross income for all applicants to be listed as residents, over the age of (18), in one unit will be combined to establish Gross Household Income which must meet a minimum of three (3) to four (4) times the monthly market rent. See Property Details for individual unit income requirements.

Full Time Student: The applicant is enrolled in a university or college in the state of Texas, within 70 miles of the unit, for a minimum of twelve (12) credit hours for an undergraduate or nine (9) credit hours for a graduate student.

Advance Payment for the entire lease term may be paid in advance if an applicant is unable to qualify under the income requirements above. Advance payment will be for the full monthly rent for the entirety of the lease contract and is due in full with the application. All other qualification standards must be met.

Guarantor: In the absence of any of the above income qualifications a guarantor may be accepted. See Guarantor qualifications below.

Established Credit:

Applicants must meet ALL of the requirements below.

Positive Credit History: A credit report will be completed on all applicants. To qualify, applicant's negative trade-line entries may not exceed 50%, excluding medical and student loans, in the previous twelve (12) month period.

Positive Account History: Applicants who are delinquent or in collections with a property management agency, apartment community, individual property owner, or utility company servicing gas, water or electricity will be denied with the option of providing proof of payoff of the debt in full.

No Bankruptcy in the previous twelve months: Bankruptcies must be at least one year old with satisfactory credit re-established.

No Evictions in the past five years: Evictions must be older than five (5) years with positive rental history re-established. If an eviction older than five years exists, a positive rental history will be required from the most recent landlord.

Guarantor: If all established credit qualifications cannot be met a guarantor may be accepted. See Guarantor qualifications below.

Criminal History:

A criminal background check will be conducted for each applicant and prospective occupant who is of the age of eighteen (18) or older. The application or occupancy of any person may be denied at any time based on their criminal history regardless of the applicant's age at the time the offense was committed. Criminal history for which the property management may deny application or occupancy include, but are not limited to, felony conviction OR any conviction, active parole, adjudication withheld or deferred adjudication resulting from charges related to: violence, firearms, the possession, manufacture or delivery of any controlled substance, drug paraphernalia, weapons, moral turpitude, sexual offense, prostitution, fraud or financial crimes, crime against persons or property, or terrorism.

Guarantors:

Guarantors will be considered when an applicant does not meet the income verification or the established credit requirement of the Lease Qualification Standards outlined above. A completed Guarantor form, including valid social security number and required supporting documentation must be submitted with the prospective resident's application to be considered in the qualification process. There is an additional \$35 non-refundable application fee for each applicant applying with a Guarantor. Guarantors agree to guaranty the entire lease contract and all residents listed therein. Guarantors cannot guaranty a lease where they are also listed as a resident or occupant. Guarantors will not have access to the lease account without the express written authorization of the resident(s).

Gross Monthly Income: Guarantors must have an income of at least four (4) times the monthly rent rate. Income will not be considered combined with any other applicant or guarantor.

Established Credit: Guarantors must meet the same credit requirements established above for residents.

I / We have read and understand the above Lease Qualification Standards, Information About Brokerage Services, and About Our Leasing Process and agree to all terms stated above. This criteria does not ensure that all individuals residing in or visiting units managed by United Realty conform to these standards.

Applicant's Signature / Date

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