



REAL ESTATE SERVICES INVESTMENT SALES PROPERTY MANAGEMENT

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## WE APPRECIATE OUR LEASING AGENTS!

We really appreciate your efforts to show and lease our properties and hope to make this as easy for you as possible. If you have any questions at all, please contact Jana Lane at 979-777-6458 or [jana@homeplacegroup.net](mailto:jana@homeplacegroup.net).

If your clients would like to make an application to one of our listings please have them navigate to [www.HomeplaceGroup.net](http://www.HomeplaceGroup.net) and locate the property that they wish to apply for. Once on that property description, they will hit the “Apply Now” button and it will take them to the fillable application and also accept their Application fee of \$60.00 online. We will need an application for each person that will be living in the unit that is age 18 or older.

We require that each tenant make **3 x his/her portion of the rent**. If they do not meet this requirement they will need to furnish their guarantor with the website information where the guarantor is also able to apply as the guarantor for that property. Again, they locate the property, hit the “Apply Now” button and fill the form out online and submit their guarantor fee of \$60.00.

All clients/guarantors will be notified by TransUnion by email and they will need to then upload the requested documents (id, paystubs, etc.) directly to TransUnion.

We will not put a hold on a property until :

- ALL potential tenants/guarantors have applied
- ALL potential tenants/guarantors have paid their application fees
- ALL potential tenants/guarantors have uploaded the requested documents to TransUnion.
- Security Deposit has been received (this can be done online) once Tenants are approved.

Once approved we will send the lease and required documents to the Tenants. Payment is made to the Agent when the tenants have moved in and THE HOMEPLACE GROUP has received the first full months rent. PLEASE BE SURE TO SUBMIT YOUR INVOICE WITHIN 30 DAYS OF PROCURING THE TENANTS.