

AGGIELAND *properties*

Welcome to Aggieland Properties!



Welcome Aggieland Property Owner!

Thank you for trusting us to handle the management of your investment in Bryan-College Station. We are dedicated to providing our owners with detailed information on their homes and helping them find qualified tenants in a timely manner.

Please take the time to review this packet to answer any questions you may have about the services we provide.

Our Services to You

- Evaluate market conditions in relation to your property rental value
- Handle all make ready details
- List your property on the local Bryan-College Station Multiple Listing Service
- Advertise your property on at least 5 websites
- Strictly screen prospective tenants with a credit check, criminal background check that includes employment and eviction history
- Execute the lease agreement and required documents
- Provide a move-in walk-through inspection report once completed by tenants
- Collect rental income and assess late fees
- Handles evictions and collections
- Manage every day tenant relations
- Provide 24-hour emergency response
- Handle all maintenance coordination
- Send your monthly draw electronically or by mail
- Provide monthly income & expense reports
- Issue 1099 and yearly reports

Property Management Agreement

Aggieland Properties requires all owners sign a Residential Leasing and Property Management Agreement. We use the standard for the Texas Association of REALTORS. A copy of your management agreement can be sent to you upon request. We advise all our clients to review the agreement as that is most accurate but below is a list of important facts to know about the agreement.

- **Fee:** Aggieland Properties charges a 7% management fee on all properties. This fee includes all marketing and advertising and day-to-day management while we represent you.

In order for Aggieland Properties to find you the best tenants for your property and to keep your property competitive in our market, we charge a leasing fee of 50% of one full month's rent if procured by an Aggieland Properties agent or a leasing fee of 50% of one month's rent if procured by an outside agent.

If a renewal is secured, we charge 25% of one full month's rent.

- **Duration of Agreement:** Each management agreement is dated on the contract and are set to automatically renew to avoid any lapse in the management agreement while there is a tenant in the home. Please refer to page 1 of your Residential Leasing & Property Management Agreement form for the exact terms.
- **Other Fees:** If rent is paid after the acceptable time frame, Aggieland Properties charges the tenants a \$50 initial late fee, and \$10 per day until full rent is collected.
- **Fair Housing:** Aggieland Properties offers the property for rent in compliance with all applicable Federal and State laws, regulations and ethical duties, including but not limited to, those prohibiting discrimination on the basis of race, color, religion, sex, national origin, handicap, familial status or sexual orientation in the leasing of the property.
- **Owners Insurance:** Aggieland Properties requires all property owners to carry and maintain insurance on their home. It is the responsibility of the homeowner to notify their insurance company that there is a tenant in their home.
 - If your insurance provider requires your tenants to carry renters insurance, please notify Aggieland properties before the property is advertised and applied for.
 - Homeowners may be asked to provide a Certificate of Insurance annually.
- **Security Deposits:** Unless otherwise directed, Aggieland Properties requires each tenant or group of tenants to pay a security deposit equal to the amount of one month's rent at the

time a lease is signed. In some circumstances, we may run leasing specials that include half off deposits.

- Security deposits are held in an account maintained by Aggieland Properties.

Showing and Listing Your Property

Aggieland Properties handles all the preparations in order to get your property advertised and also handles the coordination of showings.

- **Pictures:** Aggieland Properties will need access to the home in order to take pictures for marketing purposes. Please be aware that your property's first impression are these images so prepare any current tenant to make sure it is ready for images to be taken. Also to be noted, until pictures have been taken the home cannot be advertised.
- **Keys:** We ask that our owners provide us with at least 2 keys to access the home. We will make copies as needed for tenants and future tenants with at least one copy kept on file in our office.
 - We are legally obligated to rekey properties between leases. With each new lease, you can expect a rekey expense of approximately \$125.
- **Showings:** All prospective tenants will be shown the home by a representative of Aggieland Properties or an authorized licensed agent. Prospective tenants are not permitted to view homes unsupervised for safety reasons.
- **Owner & Tenant Occupied Homes:** Aggieland Properties requests that occupants be given 24 hours notice for the showing of the home.
 - Please be advised that per the Residential Rental Agreement signed by each tenant they are required to make the property available for showing within a reasonable time from the end of the term of the lease.

Marketing and Advertising

Aggieland Properties uses various advertising methods which include but are not limited to the following:

- **Yard Signs:** We display a yard sign in front of each property to help identify the home as for lease. Our yard signs include our company name, phone number, and website.
 - Please be aware that some neighborhoods have restrictions on yard signs. These restrictions are typically found in the restrictive covenants.
- **MLS:** Each property available for lease or pre-lease will be listed in BCS MLS. This allows other outside agents to see our rentals and markets your property to a larger group of prospective tenants.
 - MLS enables us to advertise on websites such as Realtor.com, Trulia.com, Zillow.com as well as about 15 other websites.
- **Property Management Software:** Our Management software will add your property to our Aggieland Properties websites, as well as third party real estate sites.
- **Social Media:** We do our best to market your property across our social media platforms including Facebook and Instagram.

Applicant Screening

Aggieland Properties screens each applicant in order to ensure the tenant is qualified to rent the home. Tenant screenings includes nationwide credit, criminal and eviction searches.

Each prospective tenant is required to fill out an application and provide a photo ID. There is also an application fee that must be paid by each prospective tenant. This fee is collected to pay for screening report generated by Aggieland Properties.

Screening Process:

- **Credit:** The report generated by Appfolio, our management software, includes a FICA score. It also enables Aggieland Properties to see the amount of outstanding and past due debt (if any) that a prospective tenant may have.
- **Criminal:** The report generates a criminal report for any and all charges that a prospective tenant might have had. This report is a nationwide search.
- **Eviction:** The eviction report shows any and all charges or judgments issued by any previous landlord or property management company nationwide.

Rental Document Preparation

Aggieland Properties prepares all leases for our properties on a Residential Lease form from the Texas Association of REALTORS. We will send a copy of a current or upcoming lease and any associated addendums upon request. We always advise our owners to be familiar with the terms of a TAR lease but the following is a snapshot of some important areas of this agreement.

- **Termination and Renewal:** The lease automatically renews on a month-to-month basis unless the tenants or landlord provides the other party written notice of termination, unless tenants have signed a renewal offer for the next lease term.
- **Security Deposits:** Security Deposits are refundable to tenants at move-out. Any damages caused to the property beyond normal wear & tear can and will be deducted from the tenant security deposit.
- **Late Payments:** Rent is due on the 1st and considered late by midnight on the 5th per the lease agreement. If rent is not received by midnight on the 5th, the tenant or tenants will be charged a \$50 initial late fee. Late fees are not payable to the owner.

- **Tenant Obligations:** It is the responsibility of the tenant to do the following unless specifically stated otherwise:
 - Use premises for residential purposes only
 - Pay all utility bills associated with the property
 - Tenants are required to have running power and water at all times during their lease term.
 - Maintain the lawn and shrubs
 - Dispose of garbage appropriately
 - Abide by all regulations of the neighborhood including those set forth by the HOA.
 - Not abandon or vacate the premises during the initial term of the lease or any renewal periods without proper notification and payments.

- **Landlord Obligations:** The owner agrees to pay for all maintenance issues not caused by negligence on the tenant's behalf. This includes appliances associated with the rental of the home, plumbing and fixtures, electrical and exterior maintenance.
 - Texas State Law requires repairs be done in a timely manner.
 - Aggieland Properties has a clause in each agreement that states that repairs can be authorized on the owner's behalf for up to \$250. This was instituted for emergency situations in which the owner can be held liable if repairs are not made.

- **Smoke and Carbon Monoxide Detectors:** Each home is required to have functioning smoke and carbon monoxide detectors.
 - If either of these is not present and functioning it is the responsibility of the owner to have them installed and in working order. If you would like Aggieland Properties assistance, please contact our Maintenance Coordinator to arrange the purchase and installation.

- **Right of Entry:** The Landlord and agent are permitted to enter the residence during normal business hours for inspections and repairs with proper notification to the tenants.

- **Damages:** The tenants are responsible for any and all damages caused to the property beyond normal wear and tear. This includes:
 - Nail Holes
 - Carpet
 - Cleaning

- **Pet Addendum:** Pets are not permitted in any residence without the approval of the owner. If a pet is permitted, the Pet Addendum will be attached to the Residential Lease.
 - Emotional Support & Service Animals: Under Texas' service animal law, people with disabilities who have service animals are entitled to full and equal access to housing. They cannot be required to pay a pet deposit or any extra fees but the dog owner is liable and responsible for any damage their animal may cause to the property.

- Pet Deposit: \$500 covers two pets. \$250 is non-refundable.

Aggieland Properties Team

Jeff Leatherwood
Broker/Partner



979.255.2788
Jeff@Aggieland-Properties.com

Kevin Matthews
REALTOR®/ Partner



832.651.2463
Kevin@Aggieland-Properties.com

Mackenzie Scovill
REALTOR®/Property Manager



979.820.1550
Kenzie@Aggieland-Properties.com

Dallas Smith
REALTOR®/ Mgmt. Coordinator



979.777.0781
Dallas@Aggieland-Properties.com

Brandon Cerny
Maintenance Coordinator



979.777.6161
Brandon@Aggieland-Properties.com

Julia Kott
REALTOR®/ Sales & Marketing



224.828.9751
Julia@Aggieland-Properties.com

Stephanie Leatherwood
Office Manager/Partner



979.282.5404
Stephanie@Aggieland-Properties.com

Carter Whitaker
REALTOR®



281.975.8571
Carter@Aggieland-Properties.com

Richard Shaver
REALTOR®



979.220.1633
Richard@Aggieland-Properties.com

Lexi Standley
REALTOR®



936.348.1805
Lexi@Aggieland-Properties.com

Dylan Godfrey
REALTOR®



979.676.0085
Dylan@Aggieland-Properties.com

Rachel Ellis
REALTOR®/ Logistics Coordinator



469.515.1486
Rachel@Aggieland-Properties.com