

## LEASING AGENT INFORMATION

The MLS listing status is accurate

A = Active/Available

AU = An application has been accepted, but other applications will be accepted until a lease has been signed.

Thank you for choosing Austin Property Connections. To help make the application process go as smoothly as possible for you and your client, first visit [www.austinpropertyconnections.com](http://www.austinpropertyconnections.com) (choose “Apply Online”) and review the information that your client will follow to make application.

Review ***Information about Brokerage Services*** with your client. Austin Property Connections always represents the Landlord. You must represent the applicant. Sub-agency is not an option.

We can begin processing once we receive all completed application documents listed in **“Lease Applicant Information”**. We process applications as they are received. It typically takes 2-3 business days to gather all information to be shared with the Landlord, who makes the final decision on approving or denying an application.

We accept multiple applications on properties. We accept the best-qualified applicant with the best terms for the Landlord. If we have an application in process your applicant is also welcome to apply, with the understanding that application fees are non-refundable.

IMPORTANT - Your client should physically view the property before we can consider their application. If they are leasing sight unseen, you must view the property on their behalf and notify them of the condition in writing. If we showed your clients the property, or you did not view it on their behalf, we do not consider you the procuring cause.

**\*\*DO NOT SUBMIT DEPOSIT UNTIL/UNLESS APPROVED\*\***

Upon application approval, the security deposit is due paid online the same day by credit card only at the tenant portal. Lease/Addenda are sent to applicants and Landlord by Doc U Sign.

As the property manager, we will be in contact with your applicant(s) to explain the policies & procedures so that they are nicely welcomed.

Leases typically end May 31, June 30, or July 31 of any calendar year.

Please submit your commission invoice (with W-9) soonest after lease start date.

If questions, contact us at 512-288-9500 during business hours, Monday-Thursday 9:00 a.m. to 4:30 p.m. and Friday 9:00 a.m. to 1 p.m.

Note: Austin Property Connections cannot discuss specific result of credit reports with the agent or even with the spouse of an applicant. If there are questions regarding something on the applicant’s credit report, please contact Austin Property Connections for more information.

APPLICATIONS SUBMITTED BECOME THE PROPERTY  
OF AUSTIN PROPERTY CONNECTIONS.