



LEASING GUIDE

COME LEASE A HOME FROM US

Whether it's a loft in bustling downtown or a quaint home away from town, we have something for you. But now that you have begun the search, it's important to remember this: landlords are looking for residents who will pay their bills on time, maintain a clean and well-kept home, and have steady employment with a reasonable income to justify the rent. With these factors in mind, search our available properties!

1. Browse our available properties for a home you'd like to view.
2. Then give us a call or stop by our office to give us:
 - a. Your name.
 - b. Your phone number.
 - c. Your driver's license number.
3. We will then give you a code to the lockbox on the unit(s) you are wishing to see!
 - a. You can view them at your earliest convenience.

FOUND THE HOME YOU WANT?

YOU'RE READY TO APPLY!

Carefully fill out the entire application and submit it online or in-person to our office, along with the application fee per adult (\$40.00/application if paid in the office or \$50.00/application if paid online), the required security deposit, and proof of income if you are retired or self-employed. Bring your photo ID as well, so we can make a copy. After we have processed your application, we will notify you to let you know if it is time to sign the lease!

DO YOU QUALIFY?

1. A separate lease application must be completed, dated and signed by each applicant (anyone over the age of 18 who will be living in the dwelling).
2. Please be sure that all information needed to verify rental history, employment history, and credit history is provided on the signed application at the time of submission.
3. Employment and monthly income must be verifiable. Total monthly income must be at least 3 times the monthly rent amount, per applicant if not married.
4. We only allow co-signers if the main tenant is a full-time verifiable student. If a guarantor is allowed, the guarantor must have the income of at least 6 times the monthly rent amount and meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease can only be guaranteed by a relative or employer. The guarantor must remain the same for the duration of occupancy in the unit.
5. Applicant(s) may be denied occupancy for the following reasons including, but not limited to:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income
 - Criminal conviction history of violent or sexual crime committed by an applicant or by other occupants (including children) who plan to live in the dwelling
 - Poor credit history
 - Poor rental history of any applicant:
 - Non-payment or habitual late payment of rent
 - Eviction
 - ****If you owe a prior rental facility, please do not apply. We are unable to consider your application.***
 - Drug use
 - Unsanitary housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - Violence to persons or property by applicant, applicant's children or applicant's guests

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or familial status.

Applicants are required to submit a selfie with their driver's license visible in the selfie.

FAQs

1. Maintenance Issues

- a. Do you have a non-emergency maintenance issue? **Please visit our online portal to submit a maintenance request.** Our maintenance department will respond within 24 hours. *If you have an emergency that needs immediate attention, please call us at (254) 772-8572 x 6.*

2. Tenant Tips

- a. HARRELL Real Estate Services pays attention to the ever-changing landlord tenant laws in order to protect our clients from liability. If you have questions about your rights, please feel free to call us at anytime.
- b. It is a common misconception that owners do not want their residents to contact them when they have a maintenance issue. This is absolutely NOT true! Many issues that occur around a home do not require a major expense, but if neglected, could become a much larger problem. If it's causing an inconvenience for you, it's possible the landlord would be willing to repair the item. In most cases, it's just as important to the landlord that the home remains occupied and in good condition. Do not fear retaliatory actions from the landlord. **Please visit our online portal to report the problem.** In our experience, you will find most landlords appreciate your diligence with regards to the care of their property.

3. Moving Out?

- a. Before moving out, **you must give our office advance written notice as provided below.** You may submit the notice online. Your move-out notice will not release you from liability for the full-term of the Lease Contract or renewal term. You will still be liable for the entire Lease Contract term if you move out early (see paragraph 22 on your original lease), except under paragraphs 10, 16, 22, 23, or 31 of your lease.
- b. **We must receive advance written notice of your move-out date.** The advance notice must be at least the number of days of notice required in paragraph 3 of your lease. If a move-out notice is received on the first day of the month, it will suffice for move-out on the last day of the month of intended move-out, provided that all other requirements below are met.
 - i. The move-out date in your notice must be the last day of the month.
 - ii. Your move-out notice must be in writing. Oral move-out notice will not be accepted and will not terminate your Lease Contract.
 - iii. Your move-out notice must not terminate the Lease Contract sooner than the end of the Lease Contract term or renewal period.



- c. If we require you to give us more than 30 days written notice to move-out before the end of the lease term, we will give you a written reminder, not less than 5 days nor more than 90 days, before your deadline for submitting your written move-out notice. If we fail to provide a reminder notice, 30 days written notice to move-out is required.
- d. **YOUR MOVE OUT NOTICE IS NOT ACCEPTABLE IF IT DOES NOT COMPLY WITH ALL OF THE ABOVE.** We recommend you use our written move-out form to ensure you provide the information needed. You must obtain written acknowledgment from us showing that we received your move-out notice. If we terminate the Lease Contract, we must give you the same advance notice—unless you are in default of your Lease Agreement.