



Equity Real Estate Property Management
110 Navarro Dr Ste 200 College Station, TX 77845
Phone: (979)696-4464 Fax: (979)696-0234
Email: pm@equitybcs.com Website: www.equitybcs.com

OUTSIDE AGENT INSTRUCTION SHEET

All keys that have been checked out need to be returned to the office by 5 pm. If needed after 5 pm, please notify the office.

If the property is occupied, we will provide you with the occupant's phone number and a key. You are responsible for notifying the occupant of your showing.

Applications can be filled out online at www.equitybcs.com under Forms, Future Resident Forms, Fillable Forms and emailed or a paper copy can be provided by the office.

- **Applications will not put the property on hold**
- Application fee is \$40 per person and \$50 per married couple
- Applications will not be run until funds are provided in forms of money order, cash, or online payment

To put a property on **hold** the forms below **must** be turned in:

- a deposit must be put down
- The Deposit Hold Agreement must be filled out
- Information about Brokerage Services form must be initialed
- Resident Qualification form must be initialed

These forms can be found online under Forms, Future Resident Forms, Fillable Forms or in the Outside Agent Packet under Outside Agent Forms. If needed, paper copies can be provided by the office.

A Description of Property Form is included with the sheet for specific details about property for your information. If there are any specific questions, please email or call.

Once your client is approved, you will need to look over the **Outside Agent Packet** that can be found online under Forms, Outside Agent Forms or paper copies can be provided by the office. This packet will provide you with every form that you will need to complete the lease.

Please call us at (979)696-4464 if you have any further questions or concerns. We are here to help you!

The Equity Property Management TEAM