



**Prospective Owner Packet
2020-2021**

Our Services

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

- Evaluate market conditions in relation to your property rental value
- Handle all make ready details
- 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
- Handle evictions and collections
- Manage every day tenant relations
- Provide 24-hour emergency response
- Handle all maintenance coordination
- Send your monthly draw direct deposit or by mail on/around the 10th of every month.
- Provide monthly income & expense reports
- Issue 1099 and yearly reports

Property Management Agreement

Beal 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:** Beal 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 Beal 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 to pay leasing agent's commission. If a renewal is secured, we charge \$100 flat fee.
- **Fair Housing:** Beal 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:** Beal Properties requires all property owners to carry and maintain insurance on their property. It is the responsibility of the homeowner to notify their insurance company that there is a tenant in their property.
 - If your insurance provider requires your tenants to carry renters insurance, please notify Beal Properties before the property is advertised and applied for.

Showing and Listing Your Property

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

- **Pictures:** Beal Properties will acquire pictures to the home by either scheduling a time to take our own or getting permission from appropriate parties to use theirs.
- **Keys:** We ask that our owners provide us with a working key to the property. 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 Beal Properties or an authorized licensed agent. Prospective tenants are not permitted to view homes unsupervised for any reason.
- **Owner & Tenant Occupied Homes:** Beal 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

Beal 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.
- **Property Management Software - Appfolio:** Our Management software, Appfolio, will add your property to our Beal Properties website 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.

Lease Requirements & Applicant Screening

Beal Properties screens each applicant in order to ensure the tenant is qualified to rent the home. Each prospective tenant over the age of 18 is required to fill out an application and provide a photo ID as well as pay an application fee. Married couples are not exempt from filling out two separate applications.

Reports Screened:

- **Credit:** The report generated by Appfolio, our management software, includes a FICO score. It also enables Beal 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.

Requirements:

- **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.

Staff Directory

Terry Thigpin - Owner/Director of Operations- terry@bealbcs.com

Lori Ollinger - Administrative Director/Accounting - lori@bealbcs.com

Alyson Mullins - Leasing Director - alyson@bealbcs.com

Kayla Ivy – Leasing Assistant – kayla@bealbcs.com

Yvette Maldonado - Maintenance/Delinquencies - maintenance@bealbcs.com

Receptionist/Front Desk - reception@bealbcs.com

Office Information

Physical & Mailing Address: 903 S. Texas Avenue College Station, TX 77840

Phone: 979-764-2500

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Website: www.bealbcs.com