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## **Fine Property Management Procedures for Agents**

We are looking forward to working together. Below is information to set up the listing in MLS that will answer questions for applicants and tenant representatives as well as specifics that you will need to complete the MLS input form. Attached are the documents noted below for MLS attachments and the screening process information. Please contact the tenant directly to schedule: visit the property, review the condition, get tenant information to be added to your showing instruction form, post sign and lockbox.

### **Attachments and Use**

- **MLS Attachments:** .1) Information Needed when Completing your application, 2) Qualifying Rental Criteria, 3) Notice & Disclaimer Regarding Mold,
- **Agent Remarks:** Please include our website: [www.kcgpropertymanagement.com](http://www.kcgpropertymanagement.com)

### **Prep for Marketing**

- **Address:** [Insert Address]
- **Combo Lock Location:** [Insert Location]
- **Staging and Photos:** [Insert Details]
- **Tenant Status:** [Insert Status]

### **MLS Input Info**

- **Renters Insurance Required:** YES
- **Non-Realty Items Included with Lease:**
  - Refrigerator
  - Washer
  - Dryer
  - Outdoor kitchen
  - Mosquito mister
- **Special Features or Leasing Information:**
  - Gas dryer connection only

- Gated community
- Smart home features
- Pool, spa, gated backyard
- Outdoor kitchen
- Porches, patios, screened porch
- Sprinkler system
- Fruit trees
- Generator
- Handicap access
- **Services Provided:**
  - Pool service
  - Lawn service
  - Pest service
  - Utilities

#### **Lease and Additional Info Section of MLS**

- **Online Rental Platform:** <https://www.KCGpropertymanagement.com>
- **Property Management:** Yes/Fine Property Management 832-463-0848
- **Listing/Expiration Dates:** Per your listing agreement
- **Security Deposit:** \$XXX equal to monthly rent - Please post the amount and update if price changes during listing
- **Date Available:** [Insert Date]
- **Rental Terms:** One Year
- **Smoking:** NO
- **Application Fee:** \$58 per person
- **Approval Required:** Yes, see attached documentation for online application process and all criteria (620 or 640 minimum credit, other scores might be considered on a case-by-case basis and pending Landlord approval)

- **Other Mandatory Fees:** \$150 move-in/out process fee, \$32 Tenant Service Pack, or tenant may provide a copy of Liability Insurance naming the Landlord, KCG Property Management, LLC, dba Fine Property Management and Rachel Dunham as additional insureds. Address for all correspondence: 5610 5th Street, Katy, TX 77493
- **Pets:** Case by case basis
- **Pet Deposit:** Yes
- **Pet Description:** Landlord prefers..., may accept up to 1 non-dangerous breed dogs or cats. Pet deposit \$... per pet, Monthly Pet fee \$... per pet. All animals complete the online pet screening process.

### Important Notes

- **Suprabox Lockboxes:** Preferred access devices, no unassisted showings (potential tenants must be shown the property by a licensed agent). Do not give out the combo box number to any agents for showing purposes. PM uses the combo box for internal use only.
- **Market Insight Report:** Add [rachelinvest@gmail.com](mailto:rachelinvest@gmail.com) once the listing is live.
- **Listing Notification:** Send notice when the listing is live with the MLS number or a link to the live listing.

### Contact Information

Please email if you need anything else or call the office for property management support. Thank you.

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### Summary

This manual outlines the procedures for agents working with Fine Property Management. It includes detailed instructions for setting up listings in MLS, required attachments, marketing preparation, MLS input information, lease details, and important notes regarding property access and reporting. Additionally, it specifies the application fee, requirements, property condition, security deposit, lease and move-in process, agent responsibilities, inventory and condition form, and office hours. The manual ensures that agents have all necessary information to efficiently manage property listings and tenant interactions.