

## GUIDE TO AGENTS

Please note that the Broker has instituted certain guidelines that must be followed for all listings. We kindly request your assistance in ensuring a smooth approval process. Please refer to the outline below.

Kindly note that we **do not** accept paper applications or credit reports pulled from any external sources. All applications **must** be completed online, and all required documents uploaded to the website.

Attached to this email are the documents titled "**Information Needed to Complete the Application**" (please edit the highlighted information) and "**Qualifying Criteria**", both of which must be attached to your MLS listing.

### **See the additional information that must be included in your listings:**

Each time you have a listing, kindly send us the MLS Listing Profile so we can add the property to the property management website. This ensures your clients can apply online.

### **Kindly add the following procedure to your future listings for Fine Properties:**

#### **Agent Remarks:**

\$58 application fee per applicant over 18 years old. Please submit a complete application along with recent pay stubs, two years of W-2s, driver's license, and Social Security card at [www.kcgpropertymanagement.com](http://www.kcgpropertymanagement.com). All credit is considered, but the deposit amount may vary. A good credit score, as well as a solid residential and work history, are required. **NO SMOKING!** For inquiries, contact assistant Patricia Gonzalez: [patricia@kcgrealty.com](mailto:patricia@kcgrealty.com)

#### **Tenant Screening Platform:** Other

**Online Application URL:** <https://www.kcgpropertymanagement.com/page.aspx?tag=fine-property-application>

**Approval Requirements:** Please see attached documents (note)

**Pet Deposit Description:** A MINIMUM \$350 NON-REFUNDABLE FEE FOR A PET 50 LBS AND BELOW. \$500 NON-REFUNDABLE FEE FOR A PET OVER 50 LBS. THE PET WEIGHT LIMIT IS NOT TO EXCEED 100 LBS.

**Application Fee:** \$58 / person

**Property Management:** Yes | Fine Property Management | (832) 463-0848

Website: [www.kcgpropertymanagement.com](http://www.kcgpropertymanagement.com)

Here is the screenshot.

Listing Information Map Information Property Information Rooms Lease and Additional Information Showing Information Remarks/Tour Links

**Lease and Additional Information** MLS Number: 74249372

**Tenant Screening Platform**  
Other ?

**Online Application URL**  
<https://www.kcgpropertymanagement.com/page.aspx?tag=fine-proper> ?

- Select RentSpree and they will email you an application link to share with potential tenants and automatically add the Application URL to Matrix.
- You will receive comprehensive application packages with credit reports, background checks, and eviction history.
- Renters pay a \$40 application fee. There is zero cost to you to use RentSpree.
- Learn more about [local regulations](#).
- Visit <https://www.rentspree.com/partner/har> for more details.

\*\*\* If you use another online platform, you may select "Other" and paste the application URL into the Application URL field.

**Is Smoking Allowed** No ? **Are Pets Allowed** Case By Case Basis ? **Pet Deposit Required** Yes ? **Approval Required?** Yes ?

**Approval Requirements**  
PLEASE SEE ATTACHED DOCUMENTS ?

**Pet Deposit Description**  
Yes/MINIMUM PET DEPOSIT IS \$350, PET DEPOSITS ARE NON-REFUNDABLE, NO PETS OVER 25 POUNDS WILL BE CONSIDERED ?

Characters Remaining: 143

**Application Fee** 58 ? **App Fee Per Person** Yes ? **Security Deposit** 2095 ? **Other Mandatory Fees** No ?

**Other Mandatory Fees Amount** ? **Cable Available** ? **Recreational Facilities Fee** ? **Date Available** 02/10/2025 ?

**Property Mgmt Co** Yes ? **Property Mgmt Co Name** KCG Property Management ? **Property Mgmt Co Phone** 832-463-0848 ? **Property Mgmt Co Website** www.kcgrealty.com ?

**Disclosures** ? **Rental Terms** ? **Utilities Paid** ?

☐ Approved Seniors Project  
☐ Corporate Listing  
☐ Estate  
☐ Exclusions  
☐ Home Protection Plan  
☐ Levee District  
☐ Mi/Lenders Approval  
☐ Mud  
☐ No Disclosures

☒ Long Term  
☒ One Year  
☐ Section 8  
☐ Short Term  
☐ Six Months

☐ Cable  
☐ Electricity  
☐ Gas  
☒ None Provided  
☐ Phone  
☐ Pool Maintenance

**55+ Active Community** No ? **Seller's Email** ?

Once your listing is live in the MLS, kindly notify us so we can publish the listing in AppFolio, activate the online application, and add it to our website. You will find the application link for your listing here:

<https://www.kcgpropertymanagement.com/page.aspx?tag=fine-property-application>

