

## **JOA REALTY LEASING PROCESS**

We have compiled for our clients some important information for your understanding about the leasing process. Remember Joa Realty has YOUR best interest in mind!

Remember, before you begin to look for the perfect property there are a few steps that a tenant must take:

1. Give your current landlord a 30 day move out notice (or what is required by tenant in current lease agreement).
2. Have any possible application fees and deposits ready before looking at any properties. This is to ensure a speedy application process & acceptance when submitting your application.
3. Make sure you have no late charges, unpaid rent, or outstanding balances with your current landlord.

When the necessary steps are complete, the leasing process is ready to begin!

1. After speaking on the phone with clients, we meet in person at the office. Here, we will discuss you're looking for, move-in date, rent range, and any other special requirements needed. Upon this first meeting, the client fills out a 3 page lease application and the Tenant/Buyer Representation Agreement, both of which are Texas Promulgated forms. Client will also submit copies of driver's license, social security cards, and pay check stubs, as these are all necessary when submitting your application for any property.
2. While the client is filling out the necessary forms, a member of the Joa Realty team will search in our database for properties that meet your criteria based on the following:
  - Price Range
  - Location/Area
  - Availability Date
  - Bed/Bath/SF
  - Special Requirements
3. After this, a list of properties will be given to the client to drive by. Narrow the list to 2 properties and we will view the inside to make the final decision.
4. If the property of choice is still available, you will bring the security deposit and application fee, both which vary with property, in the form of a money order or cashier's check to the office. Joa Realty will submit and drop off all the paperwork: Application, Information About Brokerage Services, Tenant/Buyer Representation Agreement, Copies of ID, Social Security Cards, Pay Check Stubs, Security Deposit, and Application Fee to the listing agent's office.

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5. Within a few days, the leasing broker will inform Joa Realty about the acceptance of the application. When accepted, a 14 page lease agreement will be drawn by either Joa Realty or by Property Management. One of the team members of Joa Realty will go over in detail the lease agreement. At this time, we will submit the signed lease agreement with the first month's rent with an exchange of the keys and necessary documents, if any.
6. The client will turn on all utilities needed in the property such as electricity, gas, water, cable (TV & internet), and wastewater.

### **USEFUL PHONE NUMBERS**

The following information can also be found at [JoaRealty.com](http://JoaRealty.com):

#### **1) Austin**

- Water: City of Austin, 512-494-9400; <http://www.ci.austin.tx.us/water/>
- Electricity: Pedernales Electric, 512-331-8888; <http://www.pec.coop/>
- City of Austin, 512-494-9400; <http://www.austinenergy.com>
- Gas: Texas Gas Service, 800-700-2443; <http://www.oneok.com/>
- Capital Area Energy, 512- 266-4710; <http://capitolareaenergy.com/index.html>
- Telephone: Southwestern Bell (AT&T), 800-464-7928; [www.ATT-Signup.com](http://www.ATT-Signup.com)
- Cable/Internet: Time Warner Cable, 512-485-5555; [www.timewarnercable.com](http://www.timewarnercable.com)

#### **2) Round Rock**

- Water: City of Round Rock, 512-218-5460; <http://www.roundrocktexas.gov>
- Electricity: TXU Energy, 800-242-9113; [www.TXU.com](http://www.TXU.com)
- Water/Wastewater: Eco-Recourses, 512-335-7580; [www.ecoresources.com](http://www.ecoresources.com)
- Gas: Atmos Energy, 800-460-3030; [www.atmosenergy.com](http://www.atmosenergy.com)
- Telephone: Southwestern Bell (AT&T), 800-464-7928; [www.ATT-Signup.com](http://www.ATT-Signup.com)
- Cable/Internet: Time Warner Cable, 512-485-5555; [www.timewarnercable.com](http://www.timewarnercable.com)