

LEASING PROCESS FOR SAMSUNG CLIENTS

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, a dispatcher's form, VISA, and Korean passport, as these are all necessary when submitting your application for any property.
2. Client receives 'Client Gateway' which will provide properties through e mail daily. You will narrow the properties down that you want to view on the inside.
3. A Joa Realty team member will show the requested properties up to 5 properties. The SAS team will be picked up at an Austin hotel, or meet at the office, whichever is convenient. *Properties should be chosen less than \$200.00 in range to request additional requests; that is lawn care service, washer/ dryer, and refrigerator, all which will be provided with 2 year lease term. By doing so, the client will have an extra \$100.00- \$150.00 for utility bills. For example, If rent amount is between \$1,350.00- \$1,500.00, then pick properties that are less than your price range.
4. After viewing properties, client picks the 2 best properties for lease, then Joa Realty will get all information on the property and make sure it is still available. If the first choice is not available, we will find out the status of the 2nd choice.
5. Once the property is available, Joa Realty will submit the application form, copies of documents (driver's license, dispatcher's form, VISA, and passport), application fee, and security deposit for approval from owner. The application fee is non- refundable, and varies from \$30.00- \$50.00 per adult. The security deposit is usually around first month's rent and must be in certified funds (cashier's check or money order. You

may open up a bank account to obtain the checks. Most of the SAS engineers use Bank of America on Parmer and I-35, which is 5 minutes away from SAS Austin.

6. Within a few days, the leasing broker will inform Joa Realty of the acceptance of the application. Upon approval, a Joa Realty team member will draw the 14 page lease agreement. Joa Realty will go over the details of the lease agreement before signing. At this time, Joa Realty will submit the lease agreement with the first month's rent, in exchange for the keys and necessary documents, if any
7. The client will then turn on all of the utilities: electricity, gas, water, cable (TV and high speed internet), and wastewater.

USEFUL PHONE NUMBERS

The following information can also be found at www.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
- Cable/Internet: Time Warner Cable, 512-485-5555; 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
- Water/Wastewater: Eco-Recourses, 512-335-7580; www.ecoresources.com
- Gas: Atmos Energy, 800-460-3030; www.atmosenergy.com
- Telephone: Southwestern Bell (AT&T), 800-464-7928; www.ATT-Signup.com
- Cable/Internet: Time Warner Cable, 512-485-5555; www.timewarnercable.com

