



420 Tarrow St. College Station, TX 77840
(979) 695-3300

Property to Lease: _____

Future Tenant Name(s): _____

Desired Lease Dates: FROM: _____ TO: _____

OUTSIDE LEASING AGENT CHECKLIST:

Thank you for assisting us in leasing our listings! Below is a checklist to help you complete the requirements to assist your client in obtaining their new home. Please let us know if you have any questions. You may contact our office at (979) 695-3300. Blue Ribbon Property Management uses the Texas Association of REALTORS® forms.

Properties will remain active on MLS until Blue Ribbon Property Management has APPROVED the application packet and received all of the items listed below.

NO CASH is accepted.

**Agent is responsible for submitting their commission invoice in a timely manner to applications@leasetexas.com

Checklist to secure a lease:

- Rental criteria:** please present the Rental Criteria to the applicant before the applicant applies. They need to make sure they qualify.
- Application:** TAR-2003A or apply online at LeaseTexas.com
- Application Fees:** \$75 per person over the age of 18, \$75 per guarantor application.
- IABS:** TAR-2501B
- Copy of government-issued ID for each applicant and guarantor. If the applicant is not a US Citizen, a copy of the visa, if applicable, and the passport will be required.
- Proof of income:** Tenants' combined gross income should be at least 3 times the monthly rent. Please present the most recent paycheck stubs showing year-to-date or official offer letter.
- Security Deposit:** Must be paid in full. See MLS for individual property requirements.