



Non-Renewal Process/Marketing of Your Home

As you may be aware, the previous resident's have vacated your home at the end of their lease term. So what are the next steps. Below is a breakdown of the process moving forward with your home.

End of Lease Date	Keys are turned into our office for surrender possession of the home.
Move-Out Report	Full property assessment is ran to determine damages if any to the home.
Security Deposit Itemization	The move out report will be put against any move in condition reports submitted by residents to determine what(if anything) can be deducted from their security deposit.
Make-Ready	Based off the move out report there will be two separate breakdowns. Resident responsibility and Owner responsibility. Any damages done by the residents will be charged to them, any issues with the home that cannot be charged to the resident will need to be covered by you the owner. Although there may be some charges associated with the make-ready that would be charged to you most are suggestions and not mandatory(unless mandated by law).
New Advertising Photos	Once the make-ready has been completed new photos will be taken of the home to best highlight all aspects of your investment to potential new residents to consider.
Listing Your Home	As you may already know, our team pre-markets your home between 15-30 days prior to the lease end date to best capture interest and potential new residents as quickly as possible. With the make-ready being completed and new photos for the listings; we'll be able to capture new residents as quickly as possible.
Application Process	Our online application process makes it easy for any interested individuals to apply at any time. Once we've received all needed information for processing we can quickly determine whether or not the applicants are approvable/qualified/quality considerations.



Application Process Continued	We cannot make exceptions for any applicant and are stringent on the application process to ensure all interested parties are able to make on time monthly payments.
Approval Process	Once applicants have been approved they have 24-48 hours to submit their security deposit(s) in order to secure the home moving forward. Our MLS listing will be updated to reflect a change in status to "Pending" prior to a lease being fully executed. Once the applicant has been able to review and sign all forms within the packets for consideration, our team will fully execute the new contract and close out the MLS listing as rented.
Move In Report	A move in report is performed on every home prior to any new resident taking possession of the home. This ensures that our team knows the true condition of the property being handed over to the new residents. This report is performed a few days prior to also ensure that any last minute items that need to be addressed can be prior to a new lease start date.
Keys	New keys will be provided to the residents on the day their lease begins. The new residents will also be required to submit a move in report within the same software system we use for move out and move in reports for continuity purposes. Please note that per Texas Property Code any rental property will need to have the home rekeyed at turnover for safety and security purposes and this accrued cost will be sent to your owner portal at time of services rendered.