



LEASING PROCESS

LANDLORD SURVIVAL GUIDE



Before you sign: understanding the leasing process from the position of a landlord...

If you have been considering becoming a landlord you probably have several questions regarding the process & whether it is the right opportunity for you. When dealing with your largest investments, you want to make sure that you are familiar with the terms, expectations, process & of course, the team who helps you achieve your goals.

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Angie McWethy

GET TO KNOW YOUR AGENT

Angie McWethy relocated to Austin in 2013 from SW Michigan and has not missed the snow since. In 2015, she made the move to real estate because she is passionate about helping others to achieve their goals and plan for their futures. She values relationships and has found that her clients have turned into friends because of her listening skills, dedication to their best interests, sharp negotiation ability, and her knowledge and experience.

To say that Angie only has one niche would not encompass all of her knowledge in the real estate industry. She found a large foothold working with investors and analyzing the market using today's data helping to build portfolios all over the Austin area. On the flip side, Angie has worked hard to become a lifelong agent for her clients which means that she has helped numerous first time buyers & sellers for years to come. If you need someone with the ability to negotiate for your interests, you've found the right person.

In 2020, The McWethy Team was a glimmer on the horizon and in 2021, Angie hired her first agent. In 2022, The McWethy Team came to fruition and is proud to have grown so much with people who strive to uphold the companies values everyday.

Her and her family live in Hutto where the community is small enough that her kids can run and play but close enough to the city they can enjoy all the activities it has to offer. She is very involved in the community through the Hutto Education Foundation, Hutto Women's Alliance, and the local ISD.



Angie McWethy, Realtor®
Magnolia Realty

RENE
Real Estate
NEGOTIATION EXPERT

angiemcwethy@magnoliarealty.com | 512.695.2117

GET TO KNOW THE MCWETHY TEAM



Hannah Ferguson
associate agent

Hannah Ferguson has lived in Central Texas all of her life, and has loved every bit of what it's had to offer--even if, at times, she could go without days that go above 105 degrees. She has spent a large amount of her time on stage in musical theatre, keeping her cat alive, killing plants, and maintaining a passion for connecting with and helping people, which has made her a valuable addition to The McWethy Team. Hannah started helping landlords and tenants alike in Property Management in 2017 and soon, with her skillsets, made the switch to become a realtor. In her first year with Angie, she assisted the team in surpassing their goal for the year by more than 4 million dollars. She loves her job, but more importantly, she loves the people. She believes that finding a home for someone is more than just numbers. It's finding a place to grow a family or a business. It's where someone will slowly sip their coffee in the quiet morning before heading to face the day. It's where someone will sink into the couch with a loved one and watch their favorite movie for the millionth time. Hannah is honored by everyone who allows her to assist in finding such a precious place, and she is honored to be a part of the team. Hannah is happy to help.

April Gallegos
associate agent



April's passion for real estate dates back to her childhood, fascinated with the new construction sites she'd tour with her father. By the young age of 20, she'd purchased her first home; 7 years later, she'd already flipped 10 successful investment properties. Since then, she's formed an LLC, created a commercial construction company, and managed over 50 employees--she's even assisted the City of El Paso with civic projects and water programs. However, it's April's energy and tenacity to help clients find the perfect luxury and investment properties that have carried her in this industry. An extremely hard worker, she cares deeply for her community and clients, making herself accessible any time of day. As a Realtor, April brings professionalism, knowledge, humor, and ease to the table to make the process of finding the right home a fun one! Given her love for people, April is currently the Director of Events for the National Association of Hispanic Real Estate Professionals, a position she doesn't take lightly and one her two sons can look up to with pride. She aims to represent her community, her name, and her clients with excellence in every facet of the home-buying process. She certainly does just that for The McWethy Team.

GET TO KNOW THE AJ REALTY GROUP

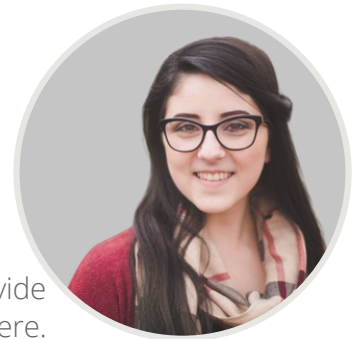


Jerra Surratt
transaction coordinator

Jerra Surratt has been in new home sales prior to becoming a transaction coordinator with Seamless Contracts. She understands the process from beginning to finish regardless of the transaction type. Her mission is to serve our clients with the highest care possible and help keep agents organized. When she is not managing real estate transactions you can find her spending time with family, friends, and pets. Her favorite place to be is her back porch overlooking the beautiful Texas hill country.

Armineh Davis

executive assistant



Armineh joined The McWethy Team in 2021 to provide administrative and executive support, and is thrilled to be here. She graduated from Texas A&M in 2017 with a B.A. in English and Theatre, and is currently in school for 3D Animation & Game Design. However, her background in financial advising systems, vendor communication, copywriting, management, customer service, and creative design have carried her into many different professional fields—and a central theme throughout her career has been her love of helping people. It is one of many ways the AJ Realty Group is a perfect fit for her and an honor to be surrounded by incredible women and leaders. As team assistant, she oversees organization and record-keeping, project management, and marketing. Armineh is pleased to enter this new year and be able to assist the team in any way she can—and so is her own personal assistant: her cat, Porthos.

REAL ESTATE TERMS

a landlord needs to know

COMMON AREAS

Areas of the residential complex — such as the gym, pools or parks, clubhouse and outdoor spaces — that are for common use. Every person in the neighborhood is allowed to use the common area. You may need to work with your HOA to ensure your tenants have proper access to the amenities offered.

A GUARANTOR

A secondary (or more) signer of a lease who won't be residing in the apartment, a co-signer is usually needed when the tenant has a short or poor rental or credit history and requires someone (usually a parent or employer) to vouch for them.

CREDIT HISTORY

A public record of how a tenant managed their credit and debt in the past, including credit cards, loans and other leases. A potential landlord can request this from the credit bureaus to ensure you'll be able to pay the lease and have a history of paying their debts before deciding to rent to someone.

PROFILING

An illegal discriminatory practice and pattern of refusing to rent to or rejecting a potential tenant based on their race or ethnicity or another protected status, such as disability or religion, often through deceptive or surreptitious means.

PRORATED

The amount of rent charged to a tenant when the first or last month of a lease is less than a full month. Generally, we collect a full month's rent at time of move in to cover the commissions involved & the prorated rent is due on the first full month they occupy the home.

SUBLEASE

When a renter rents out part or all of an home to another person, either for a profit or because they'll be away for an extended period. They can't sublet your home without your landlord's permission and the tenant, as the primary lease-holder, is responsible for the rent getting to you and for any actions or damage caused by the sub-letter.

SECURITY DEPOSIT

Money provided to a landlord upon signing the lease that proactively covers any damage they might do to your home or rent not paid during the term of the lease. The landlord holds this money in escrow until the tenant vacates the home. Upon move-out, landlord will assess the condition of the home and refund the deposit depending on condition within 30 days of move out.

TERM

The amount of time specified on the lease during which a tenant will occupy the home and pay rent. This is usually a year but can be nearly any timeframe and used to our advantage in an off season.

UTILITIES

The other expenses in your rental for which you're responsible for initial setup & while vacant. Establishing them as landlord accounts allows your tenant to easily transfer them to their name at move in and back to yours at move out.

RENTAL FORECAST

Steps To Making a Decision

1

Decide How Long You'll Hold the Property.

Knowing how long you intend to keep a rental property can help determine what approach you take. Do you want to keep it long term versus just a short 3-5 years? For long term, you might want to consider buying at a lower price with anticipated appreciation in order to get monthly cash flow. Where a shorter hold would gear you for fast appreciation in a short amount of time. This might not yield a monthly ROI but pays off when you sell the property down the line.

2

Estimate The Cost.

Our team has the tools to help you determine monthly affordability for any home in our market. We take the time to help you analyze overall yearly costs associated with holding the property. Everything from property taxes, HOA fees to utilities are calculated to ensure you feel confident in your decision to make an investment.

3

Assess Your Financial Situation.

Most investors are considering purchasing properties throughout the U.S. which can help them to not only diversify their funds but also leverage their assets & control for fluctuating markets. Our team can assist you with locating an agent anywhere you have an interest as our goal is to help you achieve your real estate portfolio goals no matter the location.

4

Can you live with it?

As a landlord it is sometimes hard not to let our personal tastes affect the homes that catch our eye in regards to a rental. Just remember, you aren't living there. The question isn't "can you live in it" but "Can you live with it". Namely, will the home be marketable to the largest number of potential tenants & yield the highest potential rental rate for the area?

PORTFOLIO BUILDING

1

Access to more liquidity as properties appreciate

2

Potential tax breaks for property expenses, depreciation, closing costs, etc (ask your CPA)

3

Leverage assets to create a mix of cash flow & high appreciation = long term wealth

4

Perform fewer repairs and maintenance, have the homes in the right condition up front

5

Flexibility to leverage the property to invest again

The Transition

to a lease:



SELF MANAGE VS. PROPERTY MANAGER

This is probably the #1 question we get; how do I know if I should self manage the property or not? Most landlords determine if they first have the potential time & capacity to deal with a tenant's inquiries, maintenance requests, late payments, etc. In order to help you decide which route is right for you, we have created a nice little flow chart so you can compare & contrast the roles of each.

WHO WILL ADVERTISE THE HOME FOR RENT?

No matter your decision above, our team is readily equipped to provide you with our leasing services once you close on the purchase. We continue to use only the best photography, drone images & virtual tours as we KNOW your tenant will see the home online long before they see it in person. Showcasing it the best now allows you to always portray it in its best light.

PREPARE FOR DEPOSITS/RENTAL PAYMENTS

We highly recommend that you establish a separate account for each property so that you can hold rental deposits & payments safely & don't commingle them with your personal funds. A property manager will also establish an account with you for deposit of your profit each month minus any fees for services or repairs.

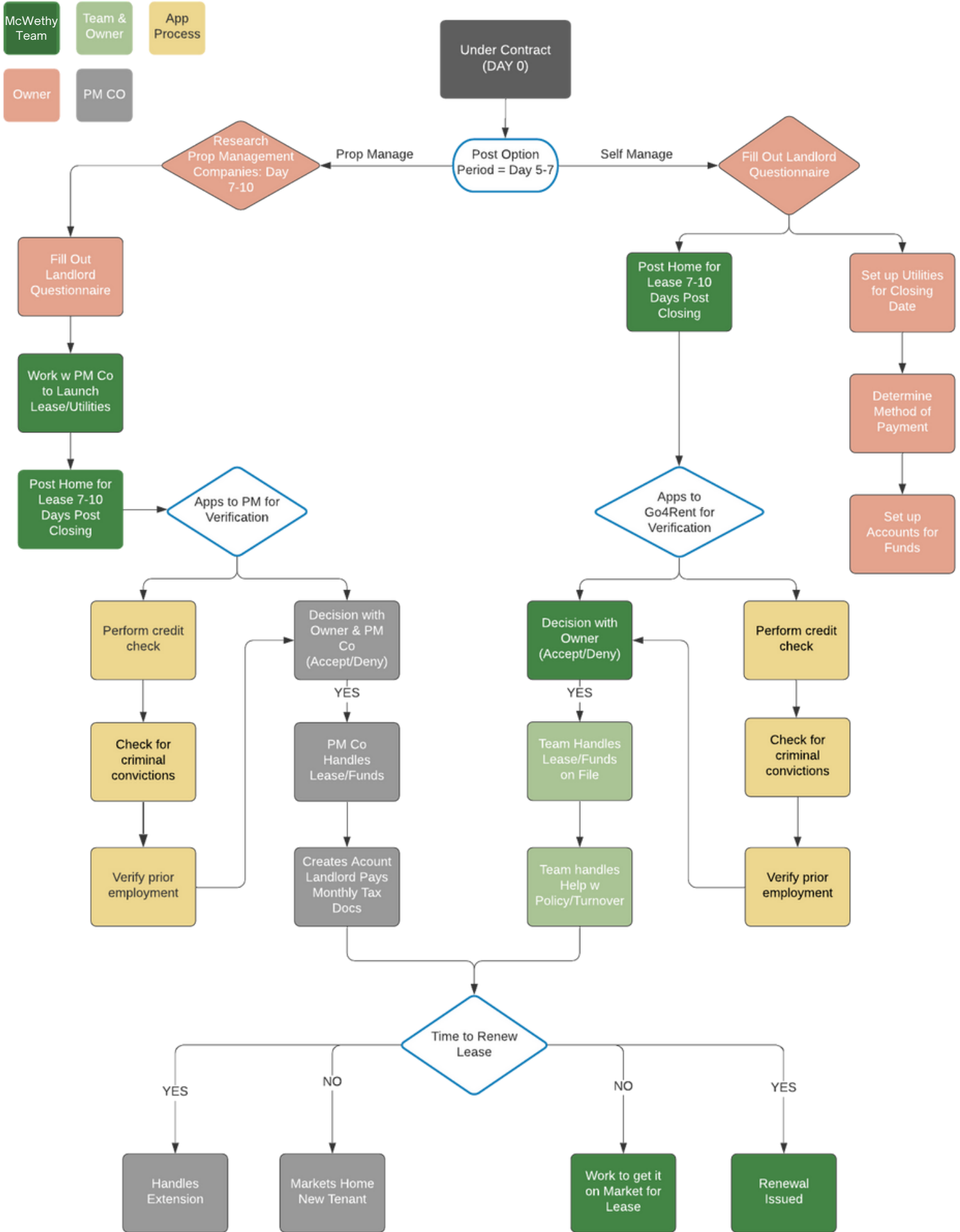
REVIEW RENTAL CRITERIA & SIGN LISTING AGREEMENT

Leasing your property shouldn't come with many surprises. That's why we have provided up front for you a list of our general rental criteria. We can always tweak the requirements & pet allowances to ensure that you are confident in the future tenants ability to perform under the lease.

SET UP UTILITIES FOR POST CLOSING

Utilities initially need to be connected under the landlords name in order to allow proper viewing access for showings. Once a tenant is secured, we will provide them with a move-in packet that outlines the utility providers & additional information for the lease term.

SELF-MANAGE VS. PROPERTY MANAGEMENT



home leasing process

INCOME VERIFICATION

- Income should be at least three times the rent in gross monthly income and verifiable from an unbiased source such as: applicant's pay stub, tax forms including W2 or 1099, or a job offer letter submitted on company letterhead and signed by applicant accepting the position.

RENTAL HISTORY

- Applicants are responsible for providing information, including the names, addresses and phone numbers, of landlords with dates of tenancy for the previous 2 years.
- Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2 years.
- No forcible detainers (evictions).
- No history of any damage to previous residences or an outstanding balance due to previous landlords.

CREDIT REQUIREMENTS

- Magnolia Realty works with all applicants on a case by case basis with regard to credit.
- A minimum credit score of 600 will be considered for processing. Scores below 600 may be considered with the understanding that an additional security deposit may be required.
- Any outstanding debt to a prior landlord may result in the denial of your application.
- Past due child support will result in denial of your application.
- Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collections. Residency may be denied due to poor credit history

home leasing process

(cont'd)

CRIMINAL BACKGROUND CHECK

- We will check local and national criminal databases for all occupants 18 years of age and older. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application.

RENTAL CRITERIA FOR PETS

Policies on domestic pets vary from property to property. Certain owners do not permit any pets, while other owners may permit only a specific pet type. Please refer to the MLS listing for home for which you are applying. If multiple pets are allowed, most owners allow a maximum of two pets per property.

The following guidelines apply:

- No puppies allowed. Dogs must be 24 months of age or older.
- Cats must be at least 12 months of age.
- Dogs/Cats must be neutered/spayed.
- All pets must be licensed and current on vaccinations. (Vaccination records must be submitted along with photos of pets at time of application.)
- No aggressive or mixed aggressive breed dogs will be accepted.
- No aquariums larger than 10 gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.
- A refundable pet deposit is required for each pet.

FAQS

Do you do Property Management?

At this time we are not able to offer a full-serviced plan for our landlords. We do however work with some amazing Property Management companies, you can find their information under Vendors.

How much do you charge?

Our leasing fees vary based upon several factors, generally they run between 70%-100% of 1 months rent to advertise, procure, screen & handle paperwork. This amount covers the cost of the marketing materials as well as the other agent involved in helping to secure the tenant.

Why choose you to market my home and not a Property Management Company?

Our team is committed to delivering the best in high quality professional images, drone photos of the area, & virtual tours to ensure we advertise to the largest number of people as your tenant will see your home online first. We also generally already know all about the property if we helped you purchase it. We also work our own leads to ensure we are finding you the best possible tenant.

What is your service area?

We serve the Central Texas area, however, if you are needing services in another part of the State or Country, we are connected with agents all over the US that we can match you with to ensure you get the best service possible.

How is your buying process different for an investor?

Most of our client's do not live in the area, they trust us to be their eyes, ears & to be honest in our communications regarding the condition of a property & potential expenses. We have the ability to provide virtual tours, in-depth analysis of each property, honesty & step-by-step assistance to transition you from buyer to landlord.

What tools do you use to effectively communicate long-distance?

With today's technology, it is relatively easy to communicate across the miles. Outside of your standard email & text formats we utilize WhatsApp to convey video, pictures, messages to our clients. We also have a dedicated transaction coordinator to help you get all the services in place for a successful lease. Don't have WhatsApp, that's okay, we have FaceTime, Skype & Zoom. Consultations generally are conducted via Zoom to ensure all your questions about the process are answered.

Lease

QUESTIONNAIRE

WHAT IS YOUR FULL NAME?

WHAT IS YOUR PREFERRED
PHONE NUMBER & EMAIL?

WHAT IS YOUR CURRENT
ADDRESS?

IF HIRING A PROPERTY
MANAGER:

Who do you plan on hiring?

- Abigail Samford - Tower Property Management
- GDAA Property Management
- Other: _____

WHAT UTILITY COMPANIES
(GAS, ELECTRIC, WATER) DID
YOU SET THE HOME UP WITH?

IF SELF-MANAGING:

How do you want to receive payments?

WILL YOU BE ALLOWING PETS
IN YOUR HOME?

If yes, any restrictions?

PET DEPOSIT:

- \$250 \$400
- \$300 (average) \$450
- \$350 \$500

ONE-TIME PET FEES?

If yes, how much?

PET RENT?

If yes, how much?

**THIS FORM WILL BE FILLED ONCE
THE LISTING IS UNDER CONTRACT**

Vendor

RECOMMENDATIONS

IT'S IMPORTANT TO TRUST THE COMPANY RESPONSIBLE FOR HELPING YOU PACK AND GET FROM POINT A TO POINT B. BELOW ARE A FEW TRUSTED MOVING COMPANIES WE HIGHLY RECOMMEND TO HELP YOU MOVE YOUR THINGS AND START YOUR NEW CHAPTER!

The Moving Crew

Average rate of \$135/ hour

(512) 992-9338

texasmovingcrew.com

Austin Accurate Movers

(512) 289-6332

austinaccuratemovers.com

DNT Movers

(512) 589-3813

Accurate Firefighter Movers

Average rate of \$150/ hour

(512) 818-4971

accuratefirefightermovers.com

home buying process

WARRANTY & INSURANCE

HOME WARRANTY

Landmark Home Warranty

Alex Lemuz

alex@landmarkhw.com

American Home Shield

Wendi Bailey

wendi.bailey@ahs.com

OneGuard

Elaine Maxey

elaine.maxey@oneguardhw.com

First American

Julie Maxey

jmikeska@firstam.com

Old Republic Home Protection

Heidi Shavor

heidis@orhp.com

Achosa

Amber Martinez

amberm@achosahw.com

HOMEOWNERS INSURANCE

Lisa Gonzales, Amerifirst

(512) 524-8824

lgonzalez@amerifirstinsurance.com

Phillip Moreno, Liberty Mutual

(512) 626-7710

phillip.moreno@libertymutual.com

Sam Rosas, Rosas Insurance

(512) 709-0580

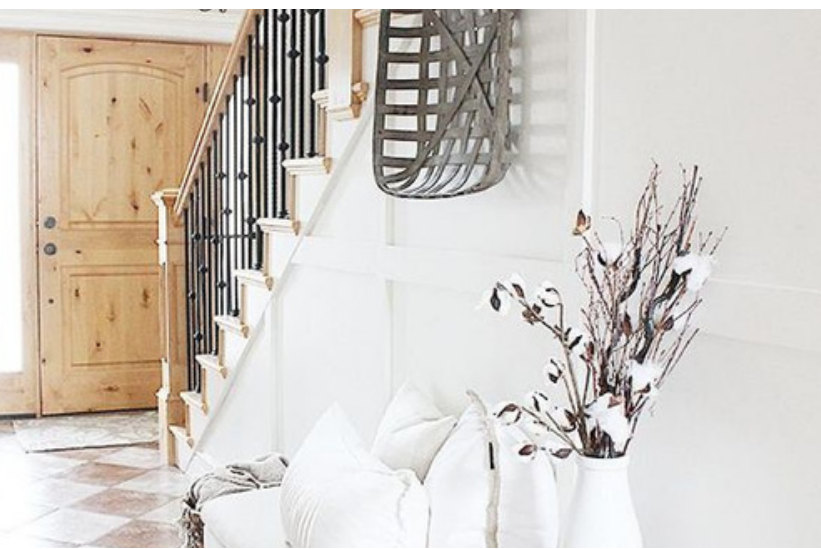
<https://twfgrosas.com>

Jared Norrell, Norrell Insurance

(512) 415-5762

jared@norrellinsurance.com





QUICK GUIDE TO A FEW
RECOMMENDED LOCAL SERVICE
PROVIDES IN YOUR AREA

LAWN CARE

- Reyes Lawn Care....512.720.2929
- Emerald Laws...512.990.2199
- Rodriguez Landscaping....512.635.5144
- Arturo, Yard Guy....512.300.1762

PROPERTY MANAGEMENT

- Tower Property Management...512.535.7450
- GDA Property Management...512.439.3600
- Ambassador Property Management....512.351.7800

HANDYMAN

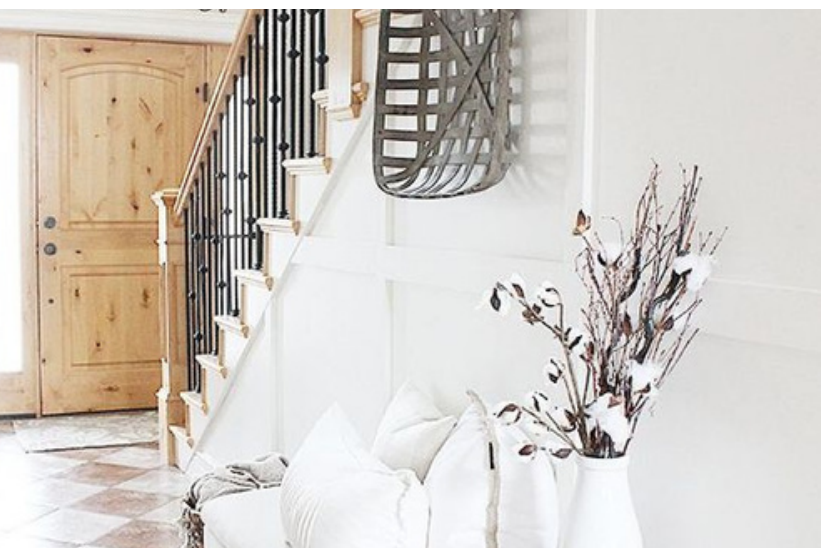
- Al Bianchi....512.507.8876
- Logan Watkins....512.627.9017
- Juan Lopez....512.983.6882

INSPECTOR

- Brad Lancaster....512.461.7654
- Taylor Inspection....512.578.8128
- Super Inspector (Home & Septic)....512.640.9796
- Tutor Professional Inspections (Home & Septic)....512.966.9575
- Austin Rooter (Septic)....512.844.8577

LENDER

- [Nick Pronsky, Legacy Mutual](#)....512.709.4372
- [Kyle Richardson, Lend Friend](#)....512.657.1333
- [Candy Buzan, Max Leeman Team](#)....512.886.4491



QUICK GUIDE TO A FEW RECOMMENDED LOCAL SERVICE PROVIDES IN YOUR AREA

PEST CONTROL

Aaron Nissley....503.267.5172
Hutto Pest Services....512.800.9923
ABC Home & Commercial
Services....512.837.9500
Hawx....512.270.7945
Averson Home Inspections (Termite
Removal)....254.931.7978

CARPET CLEANING

Sergeant Carpet Cleaning....512.596.0352
Stanley Steamer....512.927.7557
Oxi Fresh Carpet....877.694.3737

TRADES

C&K Plumbing....512.963.2004
Excalibur Plumbing....512.259.7222
Mainstream Services
(Plumbing)....512.930.9535
Klock's Electric....512.837.4704
Grayzer Electric....512.535.4120
Ariel Correa (Electrician)....512.492.0484

HEATING AND COOLING

Tony & Donna.... 512.591.5915
Koala Cooling....512.759.8800
Jason with Integrity Mechanical.... 512.934.7736
Greenleaf.... 512.883.3229

CLEANING

Maria Guzman.... 512.905.0878
Lorie Weatherford.... 512.577.1671
Patty's Cleaning Service...512.733.3516
Green Cleaning Services....512.791.5099

ROOFING

Kanga Roof....512.388.7663
Coby Allen, Water Damage Restoration and
Roofing....512.820.6505

 MAGNOLIA REALTY

Information for Tenants

Angie McWethy, Realtor®
Magnolia Realty

Welcome

TO YOUR NEW HOME!

Congratulations on the acceptance of the applications for {Address}! We are excited to welcome you and look forward to answering your questions regarding move in. I have gone and sent out the ZipForms to _____. Once you sign, it will head to the Landlords [LANDLORD1 & LANDLORD2]. They are wonderful people, and I will give you a direct link to them once all parties have signed.

Please note the following:

Move in Date: _____

Prorated Rent: \$ _____ DUE _____

First Months Rent: \$ _____ DUE _____

Security Deposit: \$ _____ is due upon signing via electronic means.

Pet Deposit: \$ _____ DUE _____

You will receive an email from Apartments.com to establish an account for this home. We are able to individually break down the rent and deposit and request those amounts. Would you like us to divide the rent and deposit 3 ways and request it that way or do you have a shared means of paying? The first transfer takes about 3-5 business days so we want to establish this quickly for you.

Inventory and Condition Form is included, please print and return within 10 days of occupancy. Due Date is _____

Utilities: Please transfer to your name and be ready for service on _____

There is a list of vendors included so should something not work correctly and it is an emergency, use those numbers first. For example, no AC in the summer, call the number for the HVAC crew. The warranty department would be able to handle non-emergency items and would work with you to ensure reasonable access at reasonable times (generally M-F during business hours)

Please note all landlord information can be found on the lease under Notices, they will be the primary contact for questions and maintenance items once you move in.

Please let me know what questions you have!

Landlord 1 #: _____	Electricity: _____
Landlord 2#: _____	Water & Sewer: _____
Property Management #: _____	Trash: _____
Move-in Date: _____	Gas: _____
Lease End Date: _____	Emergency #: _____
Rental Rate Per Month: _____	Pet Deposit: _____
Notice Required By: _____	
Copy of Keys: _____	
Copy of Garage Openers: _____	

Talk soon,

ANGIE MCWETHY

Realtor

+1 512-695-2117

Magnolia Realty | Round Rock



THE MOVING

checklist

Prep In Advance

- + Allocate a budget for your move
- + Organize, declutter, & clean
- + Schedule movers/rental truck
- + Make inventory of household Items
- + Transfer medical records & refill prescriptions
- + Get school records & register at new schools
- + Arrange time off work/childcare for moving day
- + Make a plan for moving vehicles, pets, & Plants
- + Dispose of hazardous & flammable Items
- + Measure furniture & flammable Items
- + Defrost freezer, clean refrigerator, & oven

NOTIFY OF UPCOMING MOVE

Essentials:

- + Post Office
- + Employer

Utility & Home Services:

- + Gas
- + Electric
- + Water
- + Telephone, internet, & cable
- + Garbage Removal
- + Lawn Service

Finances:

- + Banks & credit unions
- + Loan companies

Insurance:

- + Homeowner/renters insurance
- + Health & dental insurance
- + Life insurance
- + Car insurance

Government Agencies:

- + Tax agencies
- + Social Security Administration

Service Providers

- + Doctors
- + Dentists
- + Veterinarians
- + Attorneys
- + Accountants
- + Subscriptions & memberships

PACK AN OVERNIGHT BAG

- + Pajamas & clean clothes
- + Toiletries
- + Any medications needed
- + Towels
- + Toilet paper
- + Pet food & supplies
- + Cell Phone charger
- + Important documents
- + Cash & valuables

LABEL AN "OPEN FIRST" BOX

- + Cleaning supplies
- + Light bulbs
- + Basic tools
- + Paper plates, cups, & utensils
- + Coffee & snacks
- + Hand soap
- + Remote controls
- + Kids Toys

Moving Day

- + Plan to be home when movers arrive
- + Protect floors & carpets
- + Contain pets In a safe place during move
- + Make sure all boxes are labeled accurately
- + Do a final cleaning & dispose of trash
- + Take a final walk-through of your home
- + Leave owner manuals & household receipts
- + Leave labeled keys & garage door openers
- + Lock doors, windows & turn off all switches

CONTACTS

Welcome

TO YOUR NEW HOME!

We look forward to having you as tenants at 4715 Hawkhaven. In order to assist with the transition we wanted to provide you with a one sheet of helpful information as well as copies of all the lease documents for your records.

Please note the following:

Move in Date: 7/8/2022

\$2,550/mo due 7/8/22 and 1st of every month

Prorated Rent: \$1,974.24 due 8/1/22

Inventory & Condition Form: Returned with Initials and Signatures by 7/15/2022 to
AngieMcWethy@MagnoliaRealty.com

Reminder Utilities should have been set to start 7/8/22.

There is a list of vendors included so should something not work correctly and it is an emergency, use those numbers first. Please contact Daniel Choi via email or text so that he can coordinate with the vendors to get your item fixed.

Please note all Property Manager information can be found on the lease under Notices, he will be the primary contact for questions and maintenance items once you move in.

Please let me know what questions you have!