



Agent Instructions

We are excited that your client is considering applying for a Wright Property Group, LLC managed property. In order to help streamline the process, please follow the following steps to ensure your client's application is completed correctly.

1. Please have the prospective tenant apply at www.wrightpg.com. Your client will need to navigate to the property they want to apply for on our "Availability" page and click on the "Apply Now" button. The application can be submitted at any time and as soon as it is submitted online, the process starts. Your client will need to have access to their social security number, previous addresses and landlords, employment information, pay stubs etc. If your client is Active Duty Military, a current copy of their Leave Earning Statement (LES) will need to be provided.
2. When prompted, your client will need to upload copies of each applicant's driver's license, military ID or other recognized ID. Each occupant over the age of 18 will need to complete an application. Remember, if we cannot verify identity, we cannot proceed with the application review. If there is an upload issue, please email Brittany Martin at brittanym@wrightpg.com
3. The application fee is \$65 per occupant age 18 and over. If approved, the deposit is due within 48 hours, otherwise, the application process is terminated and the property is placed back on the market. For their convenience, the application fee is paid online at the same time the application is placed. Please note, it takes approximately 72 hours to get results back. Attempts are made to contact employers and previous landlords and our time frame depends on how fast they respond to our inquiries.
4. If your client has pets, once they are approved for the home, they will be prompted to complete a pet registration on our website. There is a simple fee of \$20 for the registration. The link is located in the upper right hand corner of our home page. In our initial application criteria, we list breeds for which there may be a concern so if your client has any questions please contact us first.

5. At the time your client submits their application, please forward your broker's W9 and the Compensation Agreement Between Brokers (TXR-2402) which can be found in Associated Docs to invoices@wrightpg.com and CC brittanym@wrightpg.com. This will help in quickly processing your rental commission payment should your client be approved. We pay within 15 days of your client moving into the home. If you require a copy of the executed lease, a copy of your signed Residential Buyer/ Tenant Representation Agreement (TXR-1501) will be required.

6. Properties must be viewed before applications can be submitted. If the applicant is out of town, state or country, the applicant's agent is to view property and submit an email with attached photos to the applicant with Wright Property Group, LLC being provided a copy for confirmation. All showings to be made through Showingtime. Failure to preview a property could be terms for non qualification.

Finally, please remember, our firm will select the best candidate, not the first applicant that is presented. We make every effort to process applications quickly and keep you in the loop if there is an issue. In any case, never hesitate to contact Brittany Martin at (210) 298-3948 ext 106 or at brittanym@wrightpg.com with any questions.