The Apartments Concierge

THE WHITE GLOVE LEASING SERVICE.

Qualified renters, sent by licensed agents, on terms you set.

We are a licensed Texas real estate brokerage. We put your community in front of a network of agents who are already working with renters — and you pay only when one of them signs a lease.

theapartmentsconcierge.com

Apartments Concierge Enterprises, LLC d/b/a The Apartments Concierge · TREC Broker Licence No. 9014569 · Equal Housing Opportunity

Locator traffic is hard to manage and harder to verify

Who sent them?

A renter walks in and names an agent. Weeks later an invoice arrives from a brokerage nobody at the office remembers speaking to.

On what terms?

The rate quoted to the agent was from a flyer eight months old, or from a conversation nobody wrote down.

And who pays?

The dispute lands on your leasing manager, who has a building to fill and no record to argue from.

None of that is anyone acting in bad faith. It is what happens when the introduction, the terms and the invoice live in three different places — an email, a memory and a spreadsheet.

WHAT WE ARE

A licensed brokerage, not a lead vendor

Apartments Concierge Enterprises, LLC is a Texas real estate brokerage, licence number 9014569. Our designated broker is a licensed Texas broker and every placement runs through her.

That matters to you in one practical way: a brokerage carries duties a lead vendor does not, and it is accountable to a regulator for how it represents your community.

We do not sell you leads

We do not charge per enquiry, per click or per tour. There is no monthly fee and no listing fee.

We are paid a commission when a renter we introduced signs a lease at your community — and not before.

How a renter reaches you

01

The agent sees your terms

Your community, your current concession and what you pay — on screen, before they send anyone.

02

They send a guest card

It arrives at your leasing inbox with the renter's name, their contact details, move date and bedrooms.

03

Your team works it

Contact, tour, apply, approve — your process, your criteria, your decision at every step.

04

They sign, we invoice

One invoice, from one brokerage, against a record you already have.

You are never asked to take anything on trust. Every step above leaves a record both sides can see.

THE GUEST CARD

A record neither of us can change afterwards

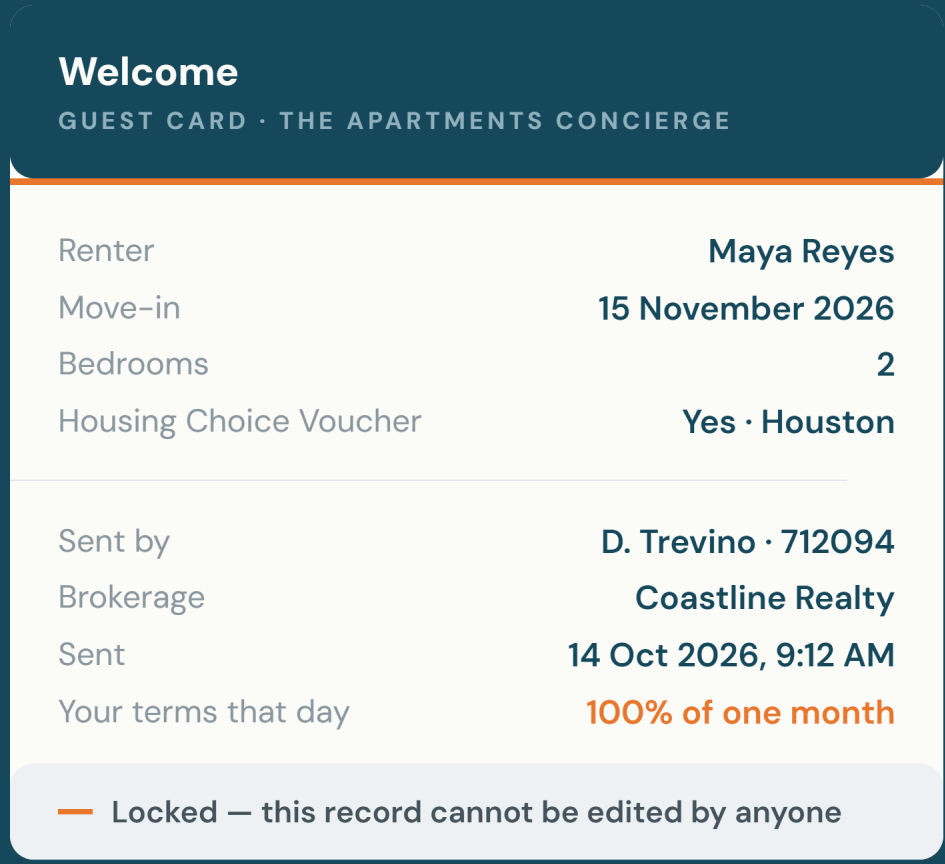
The moment an agent sends a guest card, it locks. The agent's name, their brokerage, the renter, the date, and the commission terms as they stood that day.

Nobody can edit it. Not the agent. Not your team. **Not us.**

So if a question comes up four months later about who introduced whom and on what basis, there is one answer and we both have it.

What this removes

The disputed referral. The commission claim you cannot verify. The conversation about what rate was agreed when nobody who agreed it still works there.



theapartmentsconcierge.com

Your team can move a card through its stages. That is the only thing about it that changes.

THE APARTMENTS CONCIERGE

You pay on a signed lease. Nothing else is billable.

No listing fee

Your community is in the directory at no charge.

No monthly fee

No subscription, no platform charge, no minimum.

No charge per enquiry

Guest cards, tours and applications cost you nothing.

A lease is signed

One invoice, at the rate you agreed, from one brokerage.

If a renter we introduce never leases with you, you owe us nothing — however many we introduced and however much work we did.

You set the rate. We quote exactly that.

Most communities already have a locator rate. We use yours, as you give it to us, and we write it down.

If you already pay locators

We quote your published rate to every agent in the network. Nothing about your current arrangement changes.

Our fee comes out of that commission, not on top of it.

If you do not pay locators

We agree a rate with you directly, and your community is marked in the system as paying only on placements that come through us.

Agents are told that plainly, so nobody arrives expecting something you have not agreed.

And a rate we have not confirmed with you is never quoted

If our record of your terms came from anywhere but you, the system shows agents no rate at all until someone has spoken to your office. We would rather show nothing than show something wrong.

HOUSING CHOICE VOUCHERS

Voucher paperwork, handled before it reaches your office

Voucher placements usually stall for the same reason: the Request for Tenancy Approval, the authority's forms and the inspection scheduling land on a leasing office that already has a full week.

We do that part. The household's file is prepared, the authority is coordinated with, and the paperwork reaches you in order.

If you accept vouchers, this is the difference between a unit that fills and one that waits.

What we never send you

- Income or benefit details
- Anything about a household's health or disability
- Household composition beyond the total number of occupants

Your application collects what your screening* needs. Our introduction does not duplicate it, and does not hand you information you did not ask for.

* Apartment communities use their own screening software, built into their property management software.

theapartmentsconcierge.com

Equal Housing Opportunity. Screening and approval decisions are made solely by the community.

THE APARTMENTS CONCIERGE

YOUR ACCOUNT

Free, and built for the people who do the work

Guest cards · Bellrock Upper Kirby — THIS WEEK · 3

Maya Reyes — NEW
2 bed · moves 15 Nov · voucher · sent by D. Trevino, Coastline Realty

Jordan Okafor — TOURED
1 bed · moves 1 Dec · sent by A. Patel, Lone Star Group

Lucia Duarte — APPLIED
2 bed · moves 20 Nov · sent by R. Hale, Bayou Residential

— One click moves a card to toured, applied, approved or leased

On-site leasing
Cards as they arrive, and one click to move a card through its stages.

Community manager
Your traffic, tours and placements, and what is owed on each.

Regional manager
Every community side by side, so you see which are getting traffic.

Corporate and ownership
The portfolio, the invoices, the payment history, the agreement on file.

Each role sees what that job needs and nothing it does not. **A leasing agent working a card never sees commission.**

theapartmentsconcierge.com

THE APARTMENTS CONCIERGE

You keep your own listing current

From your account you can update your details, your units, your availability, your Section 8 position and your rental criteria. Upload an availability report as a spreadsheet or a PDF and we will take it from there.

Nothing you send goes live until our team has checked it — and once it is approved, it is locked to what you submitted.

That protects you as much as it protects us. Nobody can quietly change what your community is advertised as offering.

Photographs

We show your photography only once you have given us permission in writing, in the agreement.

Until then your community appears without images. We would rather look plain than use pictures we were not given.

WHAT WE NEED FROM YOU

One agreement, two pages

What it says

- What you pay on a placement
- Permission to market your units
- Permission to show your photography
- Who at your company signs off

What it does not say

- No exclusivity
- No term you are locked into
- No minimum volume
- No fee of any kind before a lease

How long it takes

Most communities read it, agree the rate and sign the same week.

Your account is open as soon as it is signed.

We lead with two pages on purpose. A long engagement agreement is how these conversations die, and nothing in a long one would change what either of us actually does.

OPTIONAL

Put your units in front of every agent in the market

The agreement on the previous slide gets you in front of our network. If you want your units listed on the Multiple Listing Service as well, that is a separate choice you can make at any time — or never.

Choosing it adds a listing agreement, because an MLS listing is a different relationship from a referral. We prepare it from your property address and walk you through it.

It is a button in your account. Nothing happens until you press it.

Why it is separate

Some owners want the reach. Others have marketing agreements that make it awkward, or do not want their units in a public listing system at all.

Both are reasonable, so we did not bundle them. Join without it and add it later if it suits you.

Four steps, and you are live

Nothing below costs you anything, and you can stop at any point.

01

Confirm your rate

Tell us what you pay on a placement, and who at your company agrees it.

02

Sign the two pages

Electronically, from your inbox. No exclusivity, no term.

03

Set up your team

Leasing, community manager, regional — whoever needs an account gets one.

04

Start receiving cards

From agents who already know what you pay and what you have available.

The Apartments Concierge

THE WHITE GLOVE LEASING SERVICE.

info@theapartmentsconcierge.com · (713) 561-3038

Apartments Concierge Enterprises, LLC d/b/a The Apartments Concierge · TREC Broker Licence No. 9014569 · 2550 North Loop West, Suite 116, Houston, TX 77092 · Equal Housing Opportunity

The Apartments Concierge

THE WHITE GLOVE LEASING SERVICE.

Join us.

Create your account online and start working with The Apartments Concierge today.

Scan to join - theapartmentsconcierge.com

info@theapartmentsconcierge.com · (713) 561-3038 · theapartmentsconcierge.com

Apartments Concierge Enterprises, LLC d/b/a The Apartments Concierge · TREC Broker Licence No. 9014569 · Equal Housing Opportunity