



Property Management Company

Leasing Agent Instructions

To expedite and help avoid any mistakes, I am providing this list of items that are needed in order to process your client's application(s) in an efficient and timely manner. Thanks!

CHECK AVAILABILTY — before initiating the application process with your client, call GDAA Property Management Team at (512) 439-3600 to make sure the property is still available and ask any questions you may have. All properties are leased "as-is" unless otherwise agreed to in writing.

FORMS REQUIRED

- ✓ Complete and sign the Residential Lease Application. One for **each occupant** 18 years of age or older.
- ✓ Complete and sign "Authorization to Release Information Related to a Residential Lease Applicant (Lease Application - Page 4)
- ✓ Signed IBS
- ✓ Copy of Driver's License for each applicant
- ✓ Pictures of pets (if applicable)

Please make sure that all the above forms are thoroughly completed. We are not able to process incomplete or illegible applications.

FUNDS REQUIRED

- ✓ Application Fee — **\$45 per individual 18 years of age or older**, regardless of familial status, payable to **GDAA PROPERTY MANAGEMENT** (**Funds may be submitted online through our website or by submitting money order or certified bank check ONLY**). Security Deposits and pet deposits are not required until after the applicant has been approved.
An additional \$20 is required if applicants employer subscribes to "The Work Number" or if there is additional cost incurred to obtain employment verification

We will not begin processing the application without the proper funds.



Property Management Company

NOTE — If you are participating in the **Section 8, DHAP or DVP** program and it is accepted on this particular property, a move-in inspection by the city or county housing inspector is required prior to move-in. It may take **up to 2 weeks to schedule the inspection**. Therefore, please complete & turn in your application as soon as possible.

DELIVERY OF APPLICATION & FUNDS

Please call first: (512) 439-3600

Fully completed applications and funds can be delivered during regular business hours to:
(Monday-Friday 9:00-5:00 pm)

GDAA Property Management Company, LLC (located on the 2nd floor)
2300 Greenhill Dr. Suite #250
Round Rock, TX 78664

PROCESSING — Once all items are received, processing will begin. It can take up to 4 business days to gather all information to be shared with the landlord, who makes all final decisions on approving or denying an application.

SECURITY DEPOSIT & LEASE SIGNING — Within 24 hours of the application being approved GDAA Property Management will send all required documents to the applicants via DocuSign for signature. The applicant will have **48 hours** from the time all documents are sent out to sign the lease and submit deposits. Security deposits are payable to GDAA Property Management and **MUST** be paid by submitting certified funds or by paying online through our website. If the lease is not signed and/or funds are not received within the allotted 48 hours GDAA Property Management will place the property back on the market and another applicant maybe considered and/or accepted. Once an applicant has signed the lease and submitted the security deposit, whether it is a partial payment or in full, tenant understands that it is **non-refundable** should he/she decide against leasing the property.

Your commission invoice & brokers W-9 must be faxed to GDAA Property Management at (512) 579-4220 or emailed to accounting@gdaapm.com prior to commission checks being paid.

Thank you for your interest in this property!



Property Management Company

PET POLICY

The following pet policy applies to all potential applicants and existing clients wishing to obtain a pet:

Cats and dogs permitted at Landlord's discretion. Unfortunately, due to the high incidence of aggressive behavior by some breed of dogs, it is our policy NOT to allow the following breeds under any circumstances:

- **Pitt Bulls**
- **Bull Terrier**
- **Staffordshire Bull Terrier**
- **American Bull**
- **Rottweilers**
- **Akita – including Japanese and Akita Inu**
- **Doberman Pinscher**
- **Malamute**
- **Chow Chow**
- **Wolf Hybrids**
- **Bernese – including Mountain Dog, Berner Sennenhund and Bernese Cattle Dog**
- **Husky – including American, Eskimo and Greenland (Siberian Huskies are allowed)**
- **Mastiffs – including Anatolian Shepherd, Dogue de Bordeaux, Neapolitan, Tibetan, English, Spanish & Bullmastiff**
- **Saint Bernard (exceeds size restrictions)**
- **Great Dane (exceeds size restrictions)**
- **Great Pyrenees (exceeds size restrictions)**
- **Any dog with a biting history**

The character of your pet, if one of the breeds named above, may be docile and well trained however no exceptions can be made. If no pets are disclosed on the application Landlord has the right to refuse acceptance of future or undisclosed pets.

Pet deposits are required for each pet including each fish tank over 10 gallons.

All pets must be current on vaccinations and rabies shots.

For pets under 40 lbs a \$300.00 pet deposit is collected for the first pet and \$100.00 for each additional pet. For pets over 40 lbs. a \$500.00 pet deposit is collected for the first pet and \$200.00 for each additional pet.

A \$25.00/per pet non-refundable pet fee will be collected at the same time as the pet deposit.



Leasing Criteria

Application Fee: \$45 per application. Application fees must be in the form of certified funds (Cashier's Check or Money Order) or may be submitted online at www.gdaapm.com. Each occupant 18 years or older must submit an application. This fee is non-refundable.

Landlord will consider a number of factors when selecting a tenant. If special circumstances exist, applicant is encouraged to provide additional information detailing any special circumstances to the Landlord. The Landlord's tenant selection criteria include the following factors for any occupant.

General Rental Criteria

Two Years of Good Rental History

No Forceable Detainers (evictions) unless you have verifiable documentation of landlord irresponsibility. However, a FD due to property damage by the resident will not be accepted under any circumstance.

No history of any damage to the residence, or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified co-signer – the cosigner must be a resident of Texas, have a good credit history, and be willing to sign the lease.

Verifiable Gross Income

Minimum of three times the rent charged on the residence. Section 8 vouchers and certificates are accepted. The resident must meet the same criteria as those seeking non-subsidized housing.

Criminal Background Check

Residency may be denied due to criminal history (see Criminal Background Criteria)

Credit History

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 collection. Residency may be denied due to poor credit history.

Maximum Occupancy

Please note that these are the maximum number of people who may occupy homes with the number of bedrooms noted:

- 2 Bedroom – 4 Occupants
- 3 Bedroom – 6 Occupants
- 4 Bedroom – 8 Occupants
- 5 Bedroom – 10 Occupants

Submit Valid Photo ID

Criminal Background Criteria

(if applicable)

Disqualification From Residency for Lifetime

- First or second degree murder
- First through third degree assault
- Kidnapping
- First through fourth degree criminal sexual conduct
- Arson
- Harassment and stalking
- An attempt to commit one of the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes

Crimes That Disqualify for Residency For 10 Years After the Completion of Their Sentence

- Third degree murder
- Second degree manslaughter
- Criminal vehicular homicide or injury
- Simple or aggravated robbery
- Any felony drug or narcotics convictions
- False imprisonment
- Carrying a weapon without a permit or any other weapons charge
- Felony theft
- Felony forgery
- Felony burglary
- Terrorist threats
- Felony controlled substance
- An attempt to commit one of the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes

Crimes That Disqualify for Residency For 5 Years After the Completion of Their Sentence

- Non-felony violation of harassment and/or stalking
- Fourth degree assault
- Any misdemeanor drug or narcotics conviction
- An attempt to commit one of the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected.

Applicant Signature

Date



TEXAS ASSOCIATION OF REALTORS®

RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Applicant was referred to Landlord by:
Real estate agent _____ (name) _____ (phone)
Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no If yes, co-applicant must submit a separate application.
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)
Landlord's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
(city, state, zip)
Previous Landlord's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Date Moved-Out _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Residential Lease Application concerning _____

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Yes	No	Explanation
Will any waterbeds or water-filled furniture be on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does anyone who will occupy the Property smoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Will Applicant maintain renter's insurance?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is Applicant or Applicant's spouse, even if separated, in military?	<input type="checkbox"/>	<input type="checkbox"/>	_____
If yes, is the military person serving under orders limiting the military person's stay to one year or less?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has Applicant ever:			
been evicted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been asked to move out by a landlord?	<input type="checkbox"/>	<input type="checkbox"/>	_____
breached a lease or rental agreement?	<input type="checkbox"/>	<input type="checkbox"/>	_____
filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
lost property in a foreclosure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
had <u>any</u> credit problems, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$_____ for processing and reviewing this application and (check only one box if applicable):

- (1) \$_____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$_____ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature Date

For Landlord's Use:

On _____, _____ (name/initials) notified
 Applicant _____ by phone mail e-mail fax in person
 that Applicant was approved not approved. Reason for disapproval: _____



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

GDAA Property Management, LLC	_____	(name)
2300 Greenhill Dr. #250	_____	(address)
Round Rock, TX 78664	_____	(city, state, zip)
512-439-3600	_____ (phone) 512-579-4220	(fax)
info@gdaapm.com	_____	(e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature

Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.



**RESIDENTIAL LEASE APPLICATION
SUPPLEMENTAL HISTORY PROFILE**

If you have been at your present address or employment less than 2 years, please provide the information requested below so that we have a minimum of 2 years historical information/references.

APPLICANTS NAME: _____

RENTAL HISTORY:

Applicants Previous Address: _____ Apt. # _____

_____ City, State, Zip code

Landlord's Name _____

Landlord's Phone #(s) _____

Date moved in _____ Date moved out _____

Rent Amount \$ _____ Reason for move out _____

Applicants Previous Address: _____ Apt. # _____

_____ City, State, Zip code

Landlord's Name _____

Landlord's Phone #(s) _____

Date moved in _____ Date moved out _____

Rent Amount \$ _____ Reason for move out _____

EMPLOYMENT HISTORY:

Applicant's previous employer _____

Address _____ Supervisor _____

Employed from: _____ to _____ Gross Monthly income _____

Applicant's previous employer _____

Address _____ Supervisor _____

Employed from: _____ to _____ Gross Monthly income _____

Approved by the Texas Real Estate Commission for Voluntary Use

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License

Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3960.



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TREC No. OP-K

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Greg Doering and Associates

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