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# APPLICANT LEASING CRITERIA AND PET POLICY



GDAA Property Management, LLC. CRMC® | Confidential  
2300 Greenhill Dr. Bldg. 2, Ste. 250, Round Rock, TX 78664  
[gdaapm.com](http://gdaapm.com)

Dear Applicant,

Thank you for applying with GDAA Property Management, LLC, CRMC® for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures.

**Please read this document carefully before signing.** It is the Policy of this Property Management Company that applications must be completed and all fees paid prior to submission for consideration.

All completed applications are processed on a daily basis (Mon-Fri). All approved applications for the same property are submitted for final decision. Please note that GDAA Property Management, LLC is closed on weekends and holidays. We request that you select a move in date that is during regular business times in order for us to better assist you.

Sincerely,  
GDAA Property Management, LLC.



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# LEASING APPLICATIONS

All Leasing Applications should be submitted online through the GDAA Property Management's **Rent Screener** link, specified below:

<https://apply.rentscreeener.com/gdaa-property-management-llc/>

Applicants will need to have supporting documents & photo ID's ready to upload to online application portal.

Please call prior to submitting applications online to ensure no other applications have been received.

Pets negotiable. See attached documents for pet charges & deposits.

All applicants with pets must use Pet Screener after completion of the Leasing Application. Pet Screener fee is \$20 for one pet and \$15 for each additional pet.

<https://app.petscreening.com/referral/IAj4HV5gzmGh>

## APPLICATION FEES ARE NON-REFUNDABLE

When applying for a property you will have to commence the lease within 2 weeks of being approved. If the property is not available within 2 weeks, then the lease will commence on the date it is first available.

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## APPLICATION SUBMISSION REQUIREMENTS:

- **Signed** GDAА Property Management, LLC, CRMC® documents:
  - Rental Application Policy and Procedures Form
  - Rental Criteria Page
  - Privacy Notice
- **Completed** Residential Lease Application via online portal; **each person 18 years of age or older occupying the property MUST submit an application.** All applicants are required to apply using the Apply Now button located at the top right of our home page.
- **\$60 non-refundable application fee for each online application submitted.** Application fee payable upon submission. Certified funds only.
- Valid Driver's License or other photo ID for each application submitted.
- Social Security Number or Individual Taxpayer Identification Number need to be provided
- 1 month of income verification such as Pay stub, tax info (1099/W2) or a job offer letter on company letter head. Checks/Bank statements are not verifiable.
- **IMPORTANT:** Prospective tenants that are pet owners, will undergo a two-step application process. If you have a pet, upon completion of the application and payment of your application, prospective tenants will be redirected to **Step 2** which is the **Pet Screener page**. The cost of Pet Screener is \$20 for the first pet and \$15 for each additional pet. All applications will be processed **ONLY** when all required information is submitted and fees are paid.
- We **DO NOT** accept co-signers. Guarantors may be considered, and need to submit their own application. Qualifying guarantors' income must be at six times the rent.

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# LEASING CRITERIA



## INCOME VERIFICATION:

1. 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 W2/1099, or a job offer letter submitted on company letterhead and signed by applicant accepting the position.
  - a. Applicants must provide contact information for the HR Department, the name of their department head or direct supervisor, and the main business telephone number.
  - b. Applicant's employment history should reflect at a minimum of 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.
  - c. Self-employed individuals must provide verification of income through one of the following, a CPA prepared financial statement or a copy of your current and previous year's tax returns filed with IRS and two most recent bank statements.
2. Married couples may combine incomes. Roommates must qualify separately.
3. Section 8 vouchers and certificates may be accepted. The resident(s) must meet the same criteria as those seeking non-subsidized housing.

## RENTAL HISTORY:

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



### **CREDIT REQUIREMENTS:**

GDAAPM Property Management, LLC works with all applicants on a case by case basis with regard to credit.

1. A minimum credit score of 550 will be considered for processing. Scores below 550 may be considered with the understanding that an additional security deposit may be required.
2. Any outstanding debt to a prior landlord may result in the denial of your application.
3. Past due child support will result in denial of your application.
4. 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.

### **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. An exception may be for type and or age of offense, please provide details to your Application and Leasing Coordinator. Failure to disclose any criminal history may be grounds for denial of an application.

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## 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:

1. No puppies allowed. Dogs must be 24 months of age or older.
2. Cats must be at least 12 months of age.
3. Male cats must be neutered.
4. All pets must be licensed and current on vaccinations. (Vaccination records must be submitted along with photos of pets at time of application).
5. No aggressive or mixed aggressive breed dogs will be accepted. Please refer to "Pet Policy" for a list of dog breeds not accepted.
6. No aquariums larger than 10 gallons allowed.
7. No ferrets, reptiles or rodents of any kind are permitted as pets.
8. All birds must be confined in cages and not allowed to reside outside their cage.
9. A \$200 deposit for each pet and \$20 monthly pet fee per pet.
10. Rental applicants with household pets or service/companion/assistance animals are required to submit a per pet application through Pet Screener as part of our rental application process.

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**UPON APPROVAL:**

The applicant will be notified by phone, email or both.

After the application has been approved, funds will have to be received no later than your move-in date for:

- Security & Pet<sup>1</sup> Deposits and, Admin fee (required within 48hrs for lease to be signed)
- First full month’s rent (is due on or before your move-in date)
- Pet rent<sup>2</sup>
- Prorated rent (it will be due the 1<sup>st</sup> of the following month)

If the lease is not signed within the allotted time GDA Property Management, LLC, CRMC® will withdraw the approval and will process the next application received or consider any other approved applications.

**PROPERTY CONDITION:**

Applicant is strongly encouraged to view the property prior to signing any lease. Landlord makes no express or implied warranties as to the Property's condition. If applicant does not view the property prior to signing the lease they will be required to sign a Sight Unseen Addendum. Please keep in mind any cosmetic issues do not have to be addressed by the landlord.

GDA Property Management, LLC, CRMC® is an Equal Opportunity Housing Company and a member of the National Association of Residential Property Managers (NARPM®). Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<sup>1</sup> If applicable  
<sup>2</sup> If applicable





# PET POLICY

The following pet policy applies to all potential applicants and existing clients wishing to obtain a pet.<sup>3</sup> **All applicants with pets must use Pet Screener<sup>4</sup>** after completion of the Leasing Application. Pet Screener fee is **\$20 for one pet and \$15 for each additional pet**. Renewal fee may be waived if renewed before Pet Profile expiration date.

Please consider the following breeds<sup>5</sup> (fully or partially/mixed) as “**Unacceptable**”. Dogs will be rejected if they are fully, or appear to be of the following breeds:

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Pit-bull Terrier</li> <li>• American Bull Dog</li> <li>• Bull Terrier</li> <li>• Staffordshire Terrier</li> <li>• Presa Canario</li> <li>• Rottweiler</li> <li>• Doberman Pinscher</li> </ul> | <ul style="list-style-type: none"> <li>• Akita - including Japanese and Akita Inu</li> <li>• Bernese - including Mountain Dog, Berner Sennenhund &amp; Bernese Cattle Dog</li> <li>• Husky (including American Eskimo, Siberian &amp; Greenland)</li> <li>• Wolf Hybrids</li> </ul> | <ul style="list-style-type: none"> <li>• Mastiffs (Including Anatolian Shepherd, Dogue de Bordeaux, Neapolitan, Tibetan, English, Spanish &amp; Bullmastif)</li> <li>• Chow Chow</li> <li>• Malamute</li> <li>• Any dog with a biting history</li> </ul> |
| <p>Additional breeds will be declined due to size restrictions. These breeds include, but are not limited to: Saint Bernard, Great Dane and Great Pyrenees.</p>  |   |  |

The character of your dog, if one of the breeds named above, may be docile and well trained. However, **no exceptions can be made.**<sup>6</sup> All pets must be **current on vaccinations** at time of application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<sup>3</sup> If no pets are disclosed on the application, the Landlord has the right to refuse acceptance of future or undisclosed pets.

<sup>4</sup> To access Pet Screener visit <https://app.petscreening.com/referral/1Aj4HV5gzmGh>

<sup>5</sup> Please note that this is not a list GDA Property Management, LLC, CRMC® created, this is what our Property Owner's/Home Owner's Insurance Companies will not allow. If they do a property inspection and find that a tenant has one of the above listed dogs, the Home Owner's Insurance will drop them immediately from coverage.

<sup>6</sup> Special consideration is given to dogs that assist tenants with special medical needs, provided medical documentation is submitted.

