



Thank you for applying with GDA A 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 management company that applications must be complete 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.

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. Please note that GDA A Property Management 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.

APPLICATION SUBMISSION REQUIREMENTS

A complete application will contain:

- Signed GDA A Property Management, LLC, CRMC® Rental Application Policy and Procedures Form
- Signed GDA A Property Management, LLC, CRMC® Rental Criteria Page
- Signed GDA A Property Management, LLC, CRMC® Privacy Notice
- Completed GDA A Property Management, LLC, CRMC® Residential Lease Application (Each person 18 years of age and older are required to submit an application)
- \$55 non-refundable application fee for each application submitted. **NO PERSONAL CHECKS WILL BE ACCEPTED.**
- Complete paper Texas Association of Realtor application or you may use our online application.
- Valid Driver's License or other photo ID for each application submitted
- Pictures of pets (if applicable). If the property owner is accepting pets at this property please review GDA A Property Management, LLC "Pet Policy". Pet deposits listed on the "Pet Policy" are minimum deposits. Property owner has final approval/denial of pets allowed at property and total amount of deposit required. Additional liability insurance will be required for all tenants with pets.
- We DO NOT accept co-signers.

Applicant Initials



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 damage to previous residences or outstanding balances due to previous Landlords.

INCOME VERIFICATION:

1. Income should be at least three times the rent in gross monthly income and verifiable from an unbiased source.
 - 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.

CREDIT REQUIREMENTS:

GDA 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 standard processing. Scores below 550 may be considered with the understanding that an additional security deposit may be required or the need to pursue GDA Property Management Risk Mitigation Plan. Credit scores between 500-549 may require an additional risk mitigation fee of \$250.
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.

Applicant Initials



CRIMINAL BACKGROUND CHECK:

GDA A Property Management, LLC conducts an authorized criminal background check on all occupants over the age of 18 years of age. Any undisclosed criminal convictions will be grounds for immediate denial of your application. Any felony or serious misdemeanor conviction involving violent crimes, domestic violence, possession of controlled narcotics may be grounds for denial of an application. The following are some examples of convictions that will result in a denial of application:

- Murder
- Aggravated assault
- Kidnapping
- Sex crimes
- Arson
- Harassment and stalking
- Terrorism
- Drug/narcotics convictions
- Burglary
- Forgery
- Larceny
- Weapons charges

We do not rent to any person required to register as a sexual offender.

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. Male cats must be neutered.
3. All pets must be licensed and current on vaccinations. (Vaccination records must be submitted along with photos of pets at time of application).
4. No aggressive or mixed aggressive breed dogs will be accepted. Please refer to GDA A Property Management, LLC "Pet Policy" for a list of dog breeds not accepted.
5. No aquariums larger than 10 gallons allowed.
6. No ferrets, reptiles or rodents of any kind are permitted as pets.
7. All birds must be confined in cages and not allowed to reside outside their cage.
8. A \$50 non-refundable pet fee is required for each pet.
9. A \$100 annual inspection fee will be required if applicants are approved.
10. A pet deposit is required for each pet. A minimum \$300 pet deposit required for each pet medium pet (under 35 pounds full grown); a minimum \$500 pet deposit required for each pet over 35 pounds full grown.

Applicant Initials



UPON APPROVAL:

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

If the Security Deposit has not been submitted, applicant has 24 hours to submit deposits and sign lease to secure the property and take it off the market.

If the Security Deposit has been submitted, applicant has 48 hours to submit deposits and sign lease to secure the property and take it off the market.

If the lease is not signed within the allotted time GDAA 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.

GDAA 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