

# LEASE LISTING CHECKLIST FOR NON-GDAA MANAGED PROPERTIES

Thank you for allowing GDAA Property Management in assisting you in the application process for your lease listing.

To assist you with this process we have created a short helpful check list when you are entering your lease listing into the MLS.

- Please submit the property address, the owners pet policy, and a copy of the landlords tenant selection criteria if different from GDAA criteria to [leasing@gdaapm.com](mailto:leasing@gdaapm.com).
- Security deposits must be made payable to the Landlord. These funds may not be turned into our office.
- When listing the property on MLS ensure you are entering the following information:
- On the “How to Apply” tab enter the following information:
  - App fee payable to GDAA Property Management
  - Website App Link/Agent View  
<https://apply.rentscreeener.com/gdaa-property-management-llc/>
  - Application Delivery Address - “All applications must be submitted through online application portal”.
  - Website App Link/Public View  
<https://apply.rentscreeener.com/gdaa-property-management-llc/>
  - On the “Remarks” tab enter in agent remarks that all applications must be submitted online, applicants must upload their valid photo ID(s), paystubs and pet photos (if applicable) at time of application.

