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# APPLICATION

## LEASING CRITERIA

## AND PET POLICY



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



Dear Prospective Resident,

We want to personally thank you for your interest in applying with GDAA Property Management LLC, CRMC for your housing needs! In order to best serve you it is important that you are made aware of and fully understand our application process and the terms of our policies and procedures. Our goal is to make the process as smooth as possible for you as well as help you determine quickly if you would qualify for one of our properties.

Before diving into the criteria, we want you to know that first and foremost GDAA Property Management fully complies with Fair Housing laws. We do not discriminate against persons because of race, color, religion, creed, national origin, sex, disability, familial status or age. Additionally, GDAA Property Management complies with all state and local fair housing laws. The guidelines we follow are such that you should never feel discriminated against and you will be treated the same as any other applicant applying for one of our properties.

At the same time, GDAA also strongly follows privacy rules and regulations required by state and local laws. We are dedicated to keeping your information safe and secure as well as not releasing any personal information to agents or owners that could possibly be used to determine the approving or declining of your application. The approval or declining of your application will be solely based on the qualifications that you do or do not meet for the property.


We are so glad that you are here, and we hope that you meet the requirements and feel led to apply for one of our properties. If you have any questions over the following information or want to ask property specific questions, please feel free to contact us at [applications@gdaapm.com](mailto:applications@gdaapm.com). We work Mon-Fri 8am-5pm and are eager to answer any questions or concerns you may have!

Warmest regards,

The GDAA Application Team



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## LEASING CRITERIA

Please read all requirements before you apply as all application fees once submitted are non-refundable.

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.

**If approved, GDAA Property Management has a \$125 Administration fee due which must be paid with the deposit at the time of Lease signing within 48 hours of approval.**

**Each individual over the age of 18 years old must submit a separate application. Application fee per adult is \$70 and is non-refundable.**

What you need to know before applying. GDAA Property Management process applications for both our managed and non-managed owners. GDAA Property Management only has a business relationship with non-managed property owners to accept and process applications. All other fiduciary responsibilities cease at the time the application has been processed.

All Leasing Applications should be submitted online through the GDAA Property Management's application link below.

<https://gdaa.twa.rentmanager.com/applynow>


- 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.



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- Pets negotiable. See attached documents for pet requirements and monthly pet fees.
  - **POLICIES PERTAINING TO PETS/ANIMALS:** To help ensure ALL of our residents understand our pet and animal-related policies, we require EVERYONE to complete a third-party screening and review process. This process ensures we have formalized pet and animal-related policy acknowledgments and accurate pet / animal records. There is a nominal fee for a household pet screening Pet Profile of \$25 for the first pet and \$15 for a secondary. This is a separate charge from the rental application fee. There is no (\$0) charge for an assistance animal accommodations on request and no (\$0) charge for the profile created for tenants without a pet/animal. Please visit the PetScreening link below to get started.

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

**APPLICATION FEES ARE NON-REFUNDABLE**

**APPLICATION SUBMISSION REQUIREMENTS:**


- Signed GDAA Property Management, LLC, CRMC® documents:
- Rental Application Policy and Procedures Form
- Rental Criteria Page
- Privacy Notice
- Tenant Benefit Package & Security Deposit Option Acknowledgement
- Completed Pet Screener
- Inspection Policy
- **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.
- **\$70 non-refundable application fee for each online application submitted.** Application fee payable upon submission.
- Valid Driver's License or other photo ID for each application submitted. All temporary paper Driver's License IDs will need a secondary ID for verification (government ID, passport, student ID, SSN Card, etc).



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- Social Security Number or Individual Taxpayer Identification Number need to be provided.
  - One month of income verification such as Pay stubs, tax info (1099/W2) or a signed and accepted job offer letter on company letterhead (overtime, bonuses and commissions are not included for income). **The following are not verifiable forms of income: Screenshot/photos of Checks, Bank Statements, Excel, Zelle, Venmo, PayPal, or other cash apps.**
  - **IMPORTANT:** All applications will be processed ONLY when all required information is submitted, and fees are paid. GDAA Property Management understands that a pet plays a significant role in many people's lives. (We are pet owners also). Most of our properties allow for pets. Please make sure the property you are applying for accepts pets. Unauthorized pets found on premises will be subject to a fine up to \$600 and \$25 per day. This policy is strictly enforced.





## PET POLICY

The following pet policy applies to all potential applicants and existing clients wishing to obtain a pet. **All applicants with pets must use Pet Screener** after completion of the Leasing Application. PetScreening fee is **\$25 for one pet and \$15 for each additional pet.**

**If no pets are disclosed on the application, the Landlord has the right to refuse acceptance of future or undisclosed pets.**

Please consider the following breeds (fully or partially/mixed) as **“Unacceptable”**

Dogs will be rejected if they are fully or appear to be of the following breeds. The character of your dog, if one of the breeds named below, may be docile and well trained. However, no exceptions can be made.<sup>1</sup>

<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><li>● German Shepherd</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; Bullmastiff, Cane Corso)</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>		

<sup>1</sup> Special consideration is given to dogs that assist tenants with special medical needs, provided medical documentation is submitted.





## **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 the home for which you are applying. Unless otherwise stated in the listing, there is a 2 pet maximum. 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. Animals in a cage or tank are subject to a non-refundable pet fee of \$250 and a \$30 a month pet fee. All birds must be confined in cages and not allowed to reside outside their cage. No ferrets, reptiles or rodents of any kind are permitted as pets.
7. A non-refundable pet fee of \$400 is required for the first pet and \$250 for a secondary pet.
8. Your monthly pet fee is based on your PetScreener rating for your pet. Pets that are 3-5 stars will be \$30 a month. A 2 star pet is \$50 a month. A 1 star pet is \$80 a month. Star ratings are based on factors such as age, breed, size, and training.
9. All 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.

## **FOR THE DURATION OF YOUR LEASE:**

1. You must keep your PetScreening Profile active. There is a yearly fee that will be charged to you of \$25.00. Vaccinations must be kept current.
2. There is a \$75.00 per year fee due for the annual pet inspection of your property.



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## Resident Benefit Package Addendum

Resident and Landlord mutually agree the Resident Benefit Package is defined as follows and variations of inclusions may exist due to property specifications. The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element(s) of the package are unavailable due to a lack of HVAC or other property-specific limitations. **Resident is required to maintain liability insurance at all times during occupancy. If Resident would like the required insurance included as part of the monthly cost, please choose PLAN A. If Resident would prefer to secure their own insurance, along with the necessary additional insured endorsements, and provides proof of their own insurance listing GDAA Property Management as ADDITIONAL INSURED, choose PLAN B.**

Please select PLAN A or PLAN B from the options below:

**Plan A (\$39/month) Includes:**

- 1. Build your credit score:** Landlord provides credit reporting to cast positive payment history through a third-party service. Landlord is not responsible for any misrepresentation, erroneous reporting, and/or lack of reporting by the third-party service. Resident understands that any dispute will be handled directly between Resident and the third-party service.
- 2. Pinata Resident Rewards:** Resident acknowledges that a Resident rewards program is made available to them by Landlord. Rewards are to be accessed online and are activated at Resident's sole discretion through use of a mobile application provided by the rewards provider. Pinata Rewards will provide Resident with available rewards as a preferred customer of Landlord.
- 3. Tenant Liability Insurance Policy:** (includes)
  - a. \$20,000 Renter Content Coverage (\$250 deductible) under the property management company master policy. Policy coverage is based on replacement cost.
  - b. \$100,000 Tenant Liability Insurance Coverage under the property management company master policy.
  - c. \$10,000 Renters Bodily Injury Coverage (\$250 deductible).
- 4. HVAC Filter Delivery:** Resident is responsible for replacing all A/C and heating system filters at the property on a **monthly** basis. GDAA will provide supplemental filters be mailed directly to the property approximately every 90 days. Resident shall properly install the filter within two (2) days of receipt. Resident hereby acknowledges that the filters are dated to verify replacement and are subject to inspection by Landlord upon reasonable notice. If at any time Resident cannot properly or timely install a filter Resident shall immediately notify Landlord in writing. Resident's failure to properly and timely replace the filters is a material breach of this agreement and Landlord shall be entitled to exercise all rights and remedies it has against Resident and Resident shall be liable to Landlord for all damages to the property, A/C or heating system.
- 5. \$1M ID Protection:** By executing this agreement, you are agreeing to Aura's IdentityGuard Terms of Service and Privacy Policy with respect to the identity theft protection service provided as part of the RBP, which can be found at [www.identityguard.com](http://www.identityguard.com).
- 6. Resident Portal:** Personalized Online Portal to conveniently submit all maintenance requests and payments.
- 7. Emergency Maintenance Services:** Dedicated after-hours maintenance emergency number where you can call in and speak to a person who will assist with the situation.

**Plan B (\$29/month) Includes:**

- 1. Build your credit score:** Landlord provides credit reporting to cast positive payment history through a third-party service. Landlord is not responsible for any misrepresentation, erroneous reporting, and/or lack of reporting by the third-party service. Resident understands that any disputes will be handled directly between Resident and the third-party service.
  - 2. Pinata Resident Rewards:** Resident acknowledges that a Resident rewards program is made available to them by Landlord. Rewards are to be accessed online and are activated at Resident's sole discretion through use of a mobile application provided by the rewards provider. Pinata Rewards will provide Resident with available rewards as a preferred customer of Landlord.
  - 3. HVAC Filter Delivery:** Resident is responsible for replacing all A/C and heating system filters at the property on a **monthly** basis. GDAA will provide supplemental filters be mailed directly to the property approximately every 90 days. Resident shall properly install the filter within two (2) days of receipt. Resident hereby acknowledges that the filters are dated to verify replacement and are subject to inspection by Landlord upon reasonable notice. If at any time Resident cannot properly or timely install a filter Resident shall immediately notify Landlord in writing. Resident's failure to properly and timely replace the filters is a material breach of this agreement and Landlord shall be entitled to exercise all rights and remedies it has against Resident and Resident shall be liable to Landlord for all damages to the property, A/C or heating system.
  - 4. \$1M ID Protection:** By executing this agreement, you are agreeing to Aura's IdentityGuard Terms of Service and Privacy Policy with respect to the identity theft protection service provided as part of the RBP, which can be found at [www.identityguard.com](http://www.identityguard.com).
  - 5. Resident Portal:** Personalized Online Portal to conveniently submit all maintenance requests and payments.
  - 6. Emergency Maintenance Services:** Dedicated after-hours maintenance emergency number where you can call in and speak to a person who will assist with the situation.
- Under Plan B, Resident is responsible to provide a certificate of insurance to the Property Manager upon lease signing and with all renewals. In the event a copy of the insurance policy or certificate of insurance is not provided when requested, Resident will AUTOMATICALLY be enrolled in PLAN A to ensure proper coverage.**





## 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, Tax Returns (Self Employed) or a job offer letter submitted on company letterhead and signed by applicant accepting the position. Overtime, commissions and tips will not be considered.

### **INCOME REQUIREMENT: Sufficient income to rent ratio is as follows:**

- a. Applicant must make 3x income to rent
  - b. Married Couples may combine income to make 3x the rent
  - c. Roommates must EACH make 2x the rent. Roommates that do not qualify by each separate roommate making 2x the monthly rent have two additional options. 1) Pay the entire lease in advance or 2) Provide an approved guarantor (see requirements for guarantor).
2. Applicants must provide contact information for the HR Department, the name of their department head or direct supervisor, and the main business telephone number.
    - a. Applicant's must provide at least 2 years of employment history. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.
    - b. 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.
  3. Section 8 vouchers and certificates may be accepted. The resident(s) must meet the same criteria as those seeking non-subsidized housing.
  4. **A Guarantor may be considered and needs to submit their own application. Qualifying guarantor's' income must be at six times the rent. Guarantor must reside in the State of Texas.**





## **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:**

GDA Property Management, LLC works with all applicants on a case by case basis regarding credit. TransUnion is the Credit Reporting Agency that will provide us with your credit score.

1. A minimum credit score of 600 is required for approval. Scores 550-599 may be considered with the understanding that an additional security deposit may be required. Income, Rental History and other Background requirements must be met.
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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## **UPON APPROVAL:**

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

**Prior to move-in, you must submit payment, in secure funds, for your security deposit and any applicable pet fees.** These funds will be held in a trust account and disbursed per the terms of your contract at the conclusion of your lease.

**\* If your move in date is 10 days or less after approval, all funds must be paid via certified funds within 48 hrs for your lease to be signed. Money order or Cashier's Check may be delivered to the Round Rock, TX office, or you may be provided an option to use CashPay at a Walmart, HEB, or other CheckFreePay Locations.\***

- 1st Full Month's rent is due on or before lease start date
- Prorated rent (will be due the 1<sup>st</sup> of the following month)
- **If your lease is not signed within the allotted time GDAA PropertyManagement, LLC, CRMC® may withdraw the approval and proceed to 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.

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.

**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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