

GTF APPLICATION PROCESS

You can pay the app fee ONLINE at www.dfwlandlord.com

Applications will not be worked on without the app fee being made.

Things to submit with your application

- 1) Copy of Drivers licenses **for everyone** older the age of 18
- 2) Most recent paystub's and another additional proof of income. (Bank statements, and Tax returns)
- 3) Make Ready form (attached in Media:[0](#) / [0](#) / [1](#) <-->) located above Document Storage on AGENT FULL REPORT.

Please, CONFIRM your clients gave notice to their current landlord. They will not release any information without notice to vacate being given, to current landlord. Provide multiple, working phone numbers of current and past landlords.

Make Ready form (attached) when showing your clients our properties, Please have them write if they want the OWNER the make any cosmetic changes to the property before move in. DO NOT ASSUME things will be done to the property before move in. If nothing is requested your clients will be accepting the property, as seen when shown. The owner WILL NOT DO ANY COSMETIC CHANGES TO THE PROPERTY AFTER LEASE SIGNING

FIRST MONTHS RENT WILL ALWAYS BE DUE ON MOVE-IN DATE

Application process is based on how long it takes us to get a hold of the current and past rentals, also employment verification. MOST of the time within 24 hours

After application is complete **DEPOSIT will be due at lease signing.** (Within 24 hours)

WE DO NOT HOLD PROPERTIES AT ALL!!

WE WILL ONLY TAKE PROPERTIES OFF THE MARKET (When ALL 4 items below have been completed)

1. Application fee paid along with app for everyone over the age of 18.
2. Owner accepts Applicant's, after applications process.
3. Deposit MUST be paid at the time of Lease signing.
4. Lease signed by all Applicants.

All applicants will need to be available, at the same time, to go over lease and pay deposit within 24 hours of being approved.

**Tenant Selection Criteria
OWNERS USING GET THERE FIRST REALTY**

These criteria are being provided in reference to the Property you are applying for.

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.
6. **Other:** Factors owners also look at are the lease term length (minimum one year), the amount of expense needed to make the property acceptable to you and the amount of time property will remain vacant until you occupy.



"Your New Lease on Life"

ADDENDUM FOR LEASE APPLICATION

Application Fee: \$40.00/PER PERSON 18 YEARS OF AGE OR OLDER

Property Address: _____ Unit # _____

Move in date: _____ RENT:\$ _____ LEASE TERM: _____

of Pets: _____ TOTAL Pet deposit (\$250 MINIMUM PER PET)\$ _____

LIST TO MAKE PROPERTY READY (IF ANYTHING IS BEING REQUESTED)

Empty box for listing property requirements.

Other Comments: _____

*Deposit DUE ON APPROVAL (USUALLY 24 HOURS)	\$	_____
*ADDITIONAL DEPOSIT	+ \$	_____
*PET DEPOSIT (\$250 DEPOSIT MINIMUM)	+ \$	_____
*TOTAL DEPOSIT DUE AT LEASE SIGNING	= \$	_____
*1ST MONTH'S RENT DUE ON MOVE IN DATE:	= \$	_____

TOTAL AMOUNT TO MOVE IN \$ _____

If move in date is NOT of the 1ST of the month rent WILL BE PRO RATED for the SECOND MONTH

Tenant Signature _____ Agent Signature _____

GTF IS NOT THE OWNER OF THIS PROPERTY AND HAS NO AUTHORITY TO BIND OWNER OR TENANT.
THE PROPERTY WILL REMAIN ON THE MARKET UNTIL YOU SIGN A LEASE AND PAY YOUR DEPOSIT.

FIRST MONTH'S RENT IS DUE IN FULL WHEN LEASE BEGINS

***Application fee can be paid at www.dfwlandlord.com





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: *(Do not insert the name of an occupant or co-applicant.)*
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: _____

Residential Lease Application concerning _____

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

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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:

_____ (name)
 _____ (address)
 _____ (city, state, zip)
 _____ (phone) _____ (fax)
 _____ (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.



Get There First Realty

4931 Airline Rd.

Dallas, TX 75205

Hours of Operation:

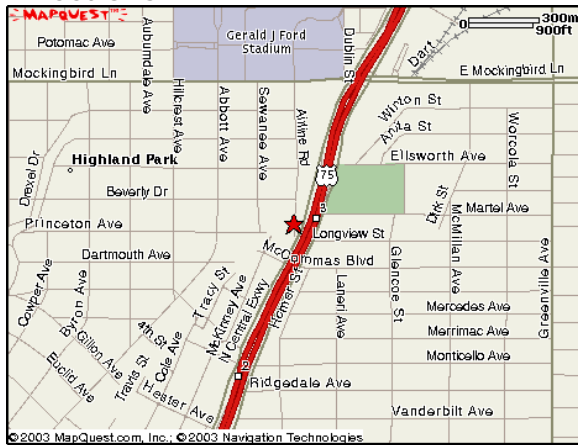
M-F 8:30am - 5:30pm

Saturdays from 8:30am – 11:00am

Phone: 214-522-5700 Fax: 214-522-9985

Toll Free: 1-888-322-4837

Directions



Brought to you by MAPQUEST

Dallas From the North:

Take US-75 South

Exit at Mockingbird LN, exit #3

Turn Right on Mockingbird LN - go 0.2 mi

Turn Left on Airline Road (first traffic light) - go 0.4 mi

Turn Right into GTF Realty

Dallas From the South:

Take US-75 North

Exit at Mockingbird LN, exit #3

Turn Left on Mockingbird LN - go 0.3 mi

Turn Left on Airline Road (first traffic light west of US-75) - go 0.4 mi

Turn Right into GTF Realty

From Fort Worth:

Take I-30 East to Dallas.

Take US-75 North

Exit at Mockingbird LN, exit #3

Turn Left on Mockingbird LN - go 0.3 mi

Turn Left on Airline Road (first traffic light west of US-75) - go 0.4 mi

Turn Right into GTF Realty





WHAT SHOULD RENTERS ASK ABOUT A RENTAL PROPERTY BEFORE THEY LEASE IT ?

- Who gets my deposit? Will it be used to pay the mortgage? Is it being held in a separately insured escrow account? GTF ESCROWS YOUR DEPOSITS IN A SEPARATE INSURED ACCOUNT AND OWNERS DO NOT GET TO USE THIS MONEY. MANY GTF OWNERS HAVE NO MORTGAGE.
- How do I get in touch with someone if I have a problem, especially after hours? GTF HAS EMERGENCY PAGERS, CELLPHONES, AND REMOTE ALERT SYSTEMS IN PLACE TO SERVICE YOU 24/7 WHEN NEEDED. OUR SERVICE DIRECTOR HAS BEEN HERE 15+ YEARS.
- What hours can I physically see someone in person about my lease? GTF IS STAFFED 6 DAYS A WEEK AND UNTIL MIDNIGHT ONE OR TWO NIGHTS A MONTH. WE HAVE TWO FAX LINES AND A WEB SITE THAT CAN PROCESS MAINTENANCE REQUESTS FOR YOU. OUR PHONE SYSTEM CAN HOLD UP TO 8 CALLS AT A TIME!
- Is the landlord/manager licensed and what specialty certifications do they have in the field of property management? GTF IS THE ONLY CERTIFIED RESIDENTIAL MANAGEMENT COMPANY IN NORTH TEXAS AND OUR BROKER IS A CERTIFIED MASTER PROPERTY MANAGER. WE HAVE THREE BROKERS ON STAFF AS WELL AS A NOTARY.
- GTF DIGITALLY PHOTOGRAPHS ALL RENTALS TO INSURE YOUR DEPOSIT ITEMIZATION IS DONE ACCURATELY UPON MOVE OUT.