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Tenant Applicant Guidelines

GMG Management uses the following criteria for successful applicant leasing of an apartment:

1. Sufficient *verifiable* monthly gross income.
2. Positive credit history.
3. Prior/most recent housing rental history must be verified as positive.
4. Criminal background searches on ALL otherwise qualified applicants.

***An applicant may be rejected for failing to meet the minimum standards for any one (1) or more of these criteria.*

GMG Management LLC performs authorized third party criminal background searches on ALL otherwise qualified applicants. Applicants who also insist on housing an unqualified pet or inappropriate number of co-applicants/dependents in the unit (local occupancy or BOCA codes will be maintained) may be refused lease approval on this basis. Finally, if the applicant provides incomplete, inconsistent, or false information on the application may also be rejected.

Please have the following with you when you turn in your application:

- ☒ An application completed for all adults who wish to occupy the unit.
- ☒ One check or money order to include a non-refundable \$40.00 application processing fee per applicant and a \$100.00 Good Faith Reservation Fee. The Good Faith Reservation Fee will be applied to your security deposit if approved and will be refunded if your application is rejected. If applicant(s) withdraw or cancel this application for any reason, all monies will be forfeited. The balance of the security deposit is due within three days of the application approval date, or this application is terminated and all monies are forfeited.
- ☒ Driver's License or State/Federal issued photo identification.
- ☒ Social Security Card or second form of identification. If you do not have a social security card/number, you must provide a United States issued Visa, Passport, or Immigration document 94.
- ☒ Last two pay stub or other suitable proof of income. If the applicant is self-employed, then the most current tax return must be provided. If applicant has just started a new job, a certified statement of salary/wage rate from the new employer must be provided.

The application process will only begin when all items/information that is needed is supplied. Once all information has been received, the application process will take about 48-72 hours, (2-3 business days) depending upon verification of all information. We will notify you of our decision by phone. If you have any questions in the meantime, please call.

New residents are responsible for any utility connection fees.

If a current resident has referred you to us, please indicate the resident's name and/or address below.

Name

Address

GMG MANAGEMENT RENTAL APPLICATION

CONSUMER NOTICE TO APPLICANTS – THIS IS NOT THE LEASE.

GMG Management LLC hereby states that with respect to this property
GMG is acting in the following capacity:

- ☐ Owner/Landlord of the Property;
☒ A direct employee of the Owner/Landlord; OR
☐ An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agent.

I/We acknowledge I/We have received this Notice:

✗

✗ Applicant

Applicant

I certify that I have provided this Notice:

Property Manager

Date

Date

Date

Property:

Apartment Number:

Base Rent: \$

Security Deposit: \$ **600.00**

Monthly Pet Fee if applicable: \$ **25.00**

Initial Pet Fee if applicable \$ **250.00**

Expected Move In Date:

Approval Date:

APPLICANT INFORMATION

NAME – LAST, FIRST, MIDDLE

/ /

BIRTHDATE E-MAIL ADDRESS

SOCIAL SECURITY # DRIVERS LICENSE #

PRESENT STREET ADDRESS

CITY, STATE, ZIP

CELL PHONE # HOME PHONE #

RESIDENTIAL STATUS: (CIRCLE ONE) LENGTH AT ADDRESS
HOMEOWNER RENTER YEARS: MONTHS:
OTHER:

CURRENT LANDLORD OR MORTGAGE HOLDER RENT/MORTGAGE AMT

LANDLORD PHONE # LANDLORD FAX #

PREVIOUS ADDRESS

HOW LONG AT PREVIOUS ADDRESS YEARS: MONTHS:

EMPLOYMENT INFORMATION

EMPLOYER

CITY, STATE

PHONE # FAX #

JOB TITLE OR OCCUPATION

HIRE DATE SUPERVISOR

HOURLY RATE/SALARY HOURS PER WEEK

PREVIOUS EMPLOYER

EMPLOYED FROM – TO PHONE #

OTHER INCOME – OTHER JOB, ALIMONY, CHILD SUPPORT, ETC.

MONTHLY AMOUNT:

APPLICANT INFORMATION

NAME – LAST, FIRST, MIDDLE

/ /

BIRTHDATE E-MAIL ADDRESS

SOCIAL SECURITY # DRIVERS LICENSE #

PRESENT STREET ADDRESS

CITY, STATE, ZIP

CELL PHONE # HOME PHONE #

RESIDENTIAL STATUS: (CIRCLE ONE) LENGTH AT ADDRESS
HOMEOWNER RENTER YEARS: MONTHS:
OTHER:

CURRENT LANDLORD OR MORTGAGE HOLDER RENT/MORTGAGE AMT

LANDLORD PHONE # LANDLORD FAX #

PREVIOUS ADDRESS

HOW LONG AT PREVIOUS ADDRESS YEARS: MONTHS:

EMPLOYMENT INFORMATION

EMPLOYER

CITY, STATE

PHONE # FAX #

JOB TITLE OR OCCUPATION

HIRE DATE SUPERVISOR

HOURLY RATE/SALARY HOURS PER WEEK

PREVIOUS EMPLOYER

EMPLOYED FROM – TO PHONE #

OTHER INCOME – OTHER JOB, ALIMONY, CHILD SUPPORT, ETC.

MONTHLY AMOUNT:

| LIST ALL OTHER PERSONS WHO WILL BE LIVING IN THE UNIT. GIVE RELATIONSHIP TO APPLICANT(S). | | | | |
|---|--------------|-----------|-----|-------------------|
| FULL NAME – LAST, FIRST, MIDDLE | RELATIONSHIP | BIRTHDATE | SEX | SOCIAL SECURITY # |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

DO YOU EXPECT ANY ADDITIONS TO THE HOUSEHOLD WITHIN THE NEXT TWELVE MONTHS? IF SO, NAME AND RELATIONSHIP:

| VEHICLE INFORMATION | | VEHICLE INFORMATION | |
|-------------------------------|-----------------|-------------------------------|-----------------|
| MAKE & MODEL | | MAKE & MODEL | |
| COLOR | LICENSE PLATE # | COLOR | LICENSE PLATE # |
| EMERGENCY CONTACT INFORMATION | | EMERGENCY CONTACT INFORMATION | |
| RELATIVE LIVING CLOSEST | RELATIONSHIP: | RELATIVE LIVING CLOSEST | RELATIONSHIP: |
| RELATIVE STREET ADDRESS | | RELATIVE STREET ADDRESS | |
| CITY, STATE, ZIP | PHONE # | CITY, STATE, ZIP | PHONE # |

PLEASE ENTER 'YES' OR 'NO' TO EACH QUESTION IN THE COLUMN(S) PROVIDED.

| IF THE ANSWER IS 'YES' TO ANY OF THE FOLLOWING QUESTIONS, PLEASE EXPLAIN ON AN ATTACHEND SHEET. | APPLICANT | APPLICANT |
|---|-----------|-----------|
| [1] HAVE YOU DECLARED BANKRUPTCY WITHIN THE LAST TEN YEARS? | | |
| [2] HAVE YOU EVER BEEN EVICTED FROM A PROPERTY? | | |
| [3] HAVE YOU HAD ANY JUDGEMENTS, REPOSSESSIONS, GARNISHMENTS, OR OTHER LEGAL PROCEEDINGS FILED AGAINST YOU WITHIN THE LAST SEVEN YEARS? | | |
| [4] HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF YES, PLEASE PROVIDE SPECIFICS FOR ALL CRIMES FOR WHICH YOU HAVE BEEN CONVICTED. | | |
| [5] HAVE YOU EVER REFUSED TO PAY RENT AT ANY RESIDENCE? | | |
| [6] DO YOU HAVE ANY PAST OBLIGATIONS TO OR INSURED BY ANY AGENCY OF THE FEDERAL GOVERNMENT? | | |
| [7] ARE YOU A CO-MAKER OR GAURANTOR ON A NOTE OR OBLIGATION? FOR WHOM? HOW MUCH? | | |
| [8] DO YOU HAVE ANY PETS? IF YES, CAT OR DOG? BREED: | | |

- I/WE HAVE PAID A NONREFUNDABLE PROCESSING FEE OF **\$40.00** PER APPLICANT TO GMG MANAGEMENT LLC.
- I/WE HAVE PAID A "GOOD FAITH RESERVATION FEE" OF **\$100.00** TO GMG MANAGEMENT LLC. ONE CHECK WITH COMBINED AMOUNT IS ACCEPTABLE.
- I/WE UNDERSTAND IF THE APPLICATION IS REJECTED BY GMG MANAGEMENT LLC, THE **\$100.00** "GOOD FAITH RESERVATION FEE" WILL BE REFUNDED.
- I/WE UNDERSTAND IF I/WE WITHDRAW OR CANCEL THIS APPLICATION FOR ANY REASON, ALL MONIES WILL BE FORFEITED.
- I/WE UNDERSTAND AND AGREE IF OUR APPLICATION IS ACCEPTED, THE **\$100.00** "GOOD FAITH RESERVATION FEE" WILL BE APPLIED TOWARD ALL SECURITY DEPOSITS REQUIRED BY THE PROPOSED LEASE. AT THE SIGNING OF THIS APPLICATION THE FULL SECURITY DEPOSIT IS **\$600.00**.
- I/WE UNDERSTAND AND AGREE THAT WHEN MY/OUR APPLICATION IS APPROVED I/WE SHALL PAY MY/OUR REMAINING SECURTIY DEPOSIT OF **\$500.00** PLUS PET FEES WHEN APPLICABLE WITHIN THREE DAYS OF THE DATE I/WE HAVE BEEN NOTIFIED THAT MY/OUR APPLICATION IS APPROVED OTHERWISE THE APPLICATION WILL BE CONSIDERED CANCELLED.
- I/WE UNDERSTAND IF THE APPLICATION IS APPROVED AND I/WE PAY THE FULL SECURITY DEPOSIT, BUT I/WE FAIL TO EXECUTE THE LEASE FOR ANY REASON, I/WE AGREE ALL MONIES I/WE PAID, WHICH INCLUDES SECURITY DEPOSITS, WILL BE FORFEITED AS LIQUIDATED DAMAGES.

PLEASE READ CAREFULLY – APPLICANT'S CERTIFICATION AND AGREEMENT

I/WE HEREBY CERTIFY TO GMG MANAGEMENT THAT THE FACTS SET FORTH IN THE ABOVE APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/WE UNDERSTAND THAT IF INCOMPLETE OR FALSE INFORMATION IS PROVIDED ON THE APPLICATION, IT MAY BE REJECTED ON THIS BASIS. IF ACCEPTED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR EVICTION. GMG MANAGEMENT IS HEREBY AUTHORIZED TO MAKE INVESTIGATION OF MY/OUR RENTAL HISTORY, CRIMINAL HISTORY, COURT RECORDS, CREDIT AND FINANCIAL HISTORIES, AND EMPLOYMENT THROUGH ANY INVESTIGATION OR CREDIT AGENCIES OF YOUR CHOICE. I/WE ARE PROVIDING THIS INFORMATION TO INDUCE YOU TO LEASE AN APARTMENT TO US AND IF SUCH INFORMATION IS FOUND LATER TO BE INCONSISTENT, ERRONEOUS OR FALSE IT MAY CAUSE ANY LEASE TO BE IMMEDIATELY IN DEFAULT AT LANDLORD'S OPTION. THERE ARE 4 PAGES TO THIS APPLICATION WHICH WE HAVE READ AND UNDERSTAND AND THAT I/WE CERTIFY TO BE CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.



APPLICANT SIGNATURE



APPLICANT SIGNATURE

Please check one of the following and have all applicants sign at the bottom of this page:

- ☐ **I/We do not have a pet.**
- ☐ **I/We do not currently have a pet, but plan to get one. Type of pet:**_____
- ☐ **I/We have a pet that will be staying in the apartment. Please fill out the information below.**

| | |
|-------------------|--------------------------|
| Resident: | Community: |
| Apartment #: | Pet's Name: |
| Type of Pet: | Breed: |
| Height: | Weight: |
| Age of Pet: | Gender of Pet: |
| Last Annual Shot: | Color/Identifying Marks: |
| Rabies Tag #: | License #: |

Pet Rules and Guidelines

1. Pets permitted are dogs weighing 50 pounds or less at full-grown weight; cats must be declawed and spayed/neutered. NO OTHER KIND OR TYPE OF PET OTHER THAN THE PET DESCRIBED ABOVE IS PERMITTED AT THE PROPERTY UNLESS APPROVED IN ADVANCE AND IN WRITING.
2. A color photograph of the pet must be given to the rental office at the time this Addendum is signed, and at the time of a change of pet. Should there be a change of pet, we will contact the rental office immediately and sign a new Pet Lease Addendum. The number and type of pets permitted vary per apartment type. One bedroom apartments may contain up to one cat only. Two bedroom apartments may contain up to two cats or one dog less than 50 pounds (in buildings 2500, 2600, 2700, 2800, and 3000).
3. All pets will be leashed and under human control when outside of the apartment. NO pets may be on the grounds, balconies, or patios unattended and/or unleashed.
4. All pets must be walked and/or run only in the designated areas on the Property.
5. All pets are allowed to defecate/urinate only in the designated areas on the Property grounds. The resident(s) bear the responsibility of cleaning up after the pet IMMEDIATELY.
6. No pet may be tied, either attended or unattended, to any temporary or permanent fixture on the premises of the Property, including but not limited to balconies, patios, poles, posts, hooks, railings, doors, lines, windows, shrubs, trees, or cars, at any time.
7. Any action by the pet which results in any annoyance, hazard, or danger to any resident, visitor, or employee of the Property will not be tolerated. Any animal considered vicious by management must be removed from the property.
8. We hereby agree to comply with all state, regional, and local laws concerning housing, control, and licensing of pets.
9. Unit must be professionally exterminated for fleas within 2 weeks prior to move-out.
10. The maximum number of pets (excluding fish – 20-gallon tank maximum) is two (2) individual pets per unit.
11. A **\$250.00** pet deposit is required at lease signing (fish, birds, gerbils, and other pre-approved "cage" animals are excluded from the Pet Fee). Additional charges may apply to compensate for any and all damages to the unit attributed to the pet. This would include, but not limited to carpet repair or replacement from staining and/or pet odor, where a charge shall be applied.
12. A \$25.00 per month pet fee is to be paid starting the first full month after lease start date and continuing from that date on a month-to-month basis, for the privilege of housing a pet.

I HEREBY CERTIFY THAT THE FACTS SET FORTH IN THE ABOVE APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF INCOMPLETE, OR FALSE INFORMATION IS PROVIDED ON THE APPLICATION IT MAY BE REJECTED ON THIS BASIS, IF ACCEPTED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR TERMINATION OF THE PET LEASE ADDENDUM.

X

Applicant

Date

X

Applicant

Date