



10228 Midway Rd. Dallas, TX 75229  
972-596-3769 voice / 972-612-3769 fax

## **GEM REALTY LEASING REQUIREMENTS**

Gem Realty conducts business in accordance to the federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, handicap (disability), and familial status (children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18).

### **MULTIPLE APPLICATIONS**

Multiple applications can be accepted for the same property until an applicant has been approved and deposit received. Applications will be processed in the order received and approval will be based on the tenant selection criteria. In the event there are two or more applicants with the same qualifications the approval will be based on the order in which the applications were received.

### **PET REQUIREMENTS**

- Pets will be accepted on a case by case basis.
- If accepted an additional deposit will be required.
- Example of dog breeds that **will not** be accepted: Pit Bulls (aka American terrier, American pit bull terrier, American Staffordshire terrier, Staffordshire bull terrier and American bulldog), German Shepherd's and Rottweiler's.

### **APPLICATION REQUIREMENTS**

- Separate applications must be filled out by all applicants 18 years and older.
- A \$65.00 non-refundable processing fee is required for each application submitted.
- A copy of the applicants Driver's License or State Issued ID must accompany each application.
- A criminal background check, a credit report and past eviction search will be run on each application submitted.
- Each applicant must provide proof of income – the last two check stubs from employer, disability paperwork, child support. If self-employed – the past two years of W-2's or the last two 1040 IRS returns.
- Rental history and employment will be verified on all applicants.

Initials \_\_\_\_\_ Initials \_\_\_\_\_

**OCCUPANCY REQUIREMENTS**

- Applicants must be able to move within 30 to 45 days of approval.
- One full month's rent must be paid on or before the move-in date. Any pro-rated rent will be due on the 2<sup>nd</sup> month.
- The security deposit and 1<sup>st</sup> full month's rent must be paid in either cashier's check or money order.
- A \$100.00 non-refundable new tenant processing fee will be due at move-in.
- All money must be paid, and the lease must be signed by all parties prior to receiving keys.

**SECURITY DEPOSIT**

- Security deposits must be submitted and received within 48 hours of approval. Property will remain available on the market until the deposit is received.
- Once the deposit is received along with the agreed move-in date, the property will be removed from the "active market listing" and placed on hold and will not be leased to another person.
- If applicant withdraws, breaches agreement or fails to sign lease agreement by the agreed move-in date, the applicant will forfeit the security deposit and the property will put back on the market for lease.

AGREED MOVE IN DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date