



Gold Medal Property Management LLC

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Gold Medal Property Management Criteria & Guidelines

ALL APPLICANTS MUST PHYSICALLY SEE PROPERTY BEFORE SUBMITTING APPLICATION

Requirements for checking out keys (vacant properties only)

- A \$20 deposit (returned upon key return)
- Valid Government Issued ID
- Working Phone Number

Showings for Occupied Properties

- 24 hour prior notice must be given to the current occupant. These are scheduled based on the Realtor's availability.
- Appointments will be scheduled with the current occupant and a Gold Medal representative will be present.
- Weekend showings are scheduled on an exception basis only according to current occupant's schedule.

Application & Qualification Guidelines

- Any future occupant 18 years of age or older is required to complete an application.
- The \$30.00 NON-REFUNDABLE Application Fee is per application. (cash, money order or credit card taken in the office only)
- Each applicant will be required to submit pay stubs or other verification (i.e. Federal tax return) of one month's pay before the application is processed.
- *Each applicant must qualify individually with sufficient gross income (before taxes) to match or exceed 3 times monthly rent, in addition to cost-of-living expenses. Only legally married applicants qualify based on a combined income.
- Applications are processed using services provided by Appfolio. Approval process can take up to 48 hours to complete.
- Applicants with misdemeanor or felony convictions are considered/approved at management discretion.
- Prospects that have actual evictions or judgements that show up on their credit report are considered on a case-by-case basis.
- We work on a 1st come, 1st served basis with all required documentation in accordance to Fair Housing Laws.
- Maximum occupancy per bedroom is two people; age/sex is not a factor.
- Security deposits will NOT be accepted until we have all required documents (application, application fee, & proof of income). Lease effective date may not exceed 14 calendar days from the application approval date on vacant units or within 14 days of advertised "available" date on occupied units without prior management consent.
- Applicants renting a property "sight unseen" will be required to execute an additional addendum prior to accepting a deposit or application. Not all properties are eligible for "sight unseen" status as this is determined by the property manager.
- Upon approval of an application, the security deposit is due within 48 hours. Please remember, security deposits are not refundable.
- Lease signings must be scheduled within 72 hours of approval. Without the signed lease we will assume you have declined the unit and it will be rented to the next available applicant.

Rent Payments and Other Charges

- Security deposit and move in rent are **REQUIRED** to be paid by certified funds (money order or cashiers check) .
- A security deposit will be required on all units equal to one month's full rent. Additional deposit amounts can be subject to credit check, and are at discretion of management.
- Any move-in that occurs on or after the 20th of any month will be **REQUIRED** to pay that current months pro-rated rent amount and the following months full rent amount at the time of move-in. The actual amount due will be given to you at the time of the lease signing so you can be prepared on move-in day.
- All rents are due to Gold Medal Rentals on or before the 1st day of the month, and are considered late the morning of the 4th day of the month (12:01am).
- Only forms of rent payments that are accepted are: Money Orders, Cashier's Checks or through our online system which is an Automated Check Payment (ACH). If an account and routing number are used there is no fee for the transaction.
- If a tenant chooses to process rent payments online, technical difficulties or unavailability of the internet does not constitute an excused late payment. It is the tenant's responsibility to ensure all payments are received on time regardless of the payment process selected.
- A copy of the completed lease will be made available within 1 to 2 business days. All other documents will be uploaded to tenant portal, and access to tenant portal will be available day of move in. Requests for additional copies will be processed at a fee of \$5.00 for the lease, and \$2.00 for copies of other requested items.

Military Clause and Implications

- Should any active duty military tenant receive written orders (deployment, ETS or PCS), only THAT tenant (and his/her spouse and dependents) is released from the terms and conditions of the lease. The remaining tenants are responsible for all rents through the term of the lease.

Animal Policy & Associated Fees

- This policy applies to ALL classifications of animals: i.e. pets, assistance, etc.
- We do not have pet deposits. We collect NON-REFUNDABLE fees upfront in lieu of "pet rent".
- For a list of fees, animal guidelines and restricted breeds, please see attached animal information sheet.
- Reasonable accommodation for an animal(s) must be submitted before the animal is allowed at the property. For documents required, please see the attached animal addendum.

Non-Smoking Guidelines

- All Gold Medal properties are smoke-free units. Cleaning, painting and deodorizing of units for violators will be charged to the tenant(s) of the unit. Smoking is permitted outside of the units with proper disposal of cigarette or Cigar butts. Additional cleaning fees may be assessed for exterior clean up upon move-out if these guidelines are not adhered to.