



Get There First  
Realty Services  
"One Call – One Solution"

## **RENTAL REQUIREMENTS**

We are very excited you may decide to make application on one of our rental properties. For nearly 30 years our company has been providing excellent management services to prospective residents looking for the very best property management. Please consider the following in order to get your application approved by the owner when you make an appointment to view.

1. Be sure to provide the names and telephone numbers (mobile, home & work preferred) of at least the previous two years' worth of rental history from individuals not related to you. Always be sure to include your move-in and move-out dates and the exact apartment number. If you had a roommate on the lease contract, their name would be helpful as a point of reference, as well.
2. Your monthly income should be at least 3 to 4 times the rental amount. If you're self-employed please provide your latest tax returns as well as at least 3 months worth of bank statements.
3. Cleared funds of one month's rent are recommended to accompany the application as an application deposit. You could also include any pet deposits (\$250 per pet) at this time. Deposit funds must be available and paid upon owner approval of an application, which is usually within 24 hours and the lease signing is scheduled. If you write a check, be sure to include the telephone number of the bank to verify the funds. A separate money order or check must also be included of \$40 per applicant (\$80 per couple) as a non-refundable application fee. Only one application fee per lifetime is required to GTF while you live in our rentals. All checks and money orders should be made payable to GTF (Get There First).
4. Credit and criminal reports will be obtained and if there are no problems the stated security deposit (usually equal to one month) in the listing is all that is required by the time the lease is signed. The application deposit will be credited towards the security deposit when the lease is signed. Until that time it is 100% refundable and the property will remain on the market. Any credit or criminal issues may cause a decline of the application or a double or more deposit on the rental. Be prepared for this.

**For Property Information call (214) 522-5700 Ext. 1**

**THE PROPERTY MANAGEMENT COMPANY (PMC)**  
**APPROVAL POLICY FOR RESIDENCY**

**Application Fee and Deposit**

Each applicant and lease guarantor must submit the appropriate application processing fee. All application fees and application deposits must accompany the completed TAA application form and be paid in full at our office before said application will be considered.

**Employment and Income** (Check one of the following options)

- Option A:** I will provide PMC with written proof of employment that will verify my A) Job Title, B) Rate of Pay, and C) Length of Employment with the application submittal. This verification will be signed by the person directly responsible for issuing said information within my company on company letterhead.
- Option B:** I am self-employed or retired. I will provide PMC with copies of my bank statements for the past six (6) months or copies of the first page of the last Two (2) years of my most current income tax returns. I agree to provide PMC with this information at the time of application submittal.

**NOTICE:** WHEN UTILIZING OPTIONS A OR B, YOUR GROSS MONTHLY INCOME SHOULD BE AT LEAST EQUAL TO THREE (3) TIMES THE AMOUNT OF THE MONTHLY RENT FOR THE PROPERTY YOU WISH TO LEASE. YOU MUST PROVIDE OUR FIRM WITH PROOF OF ANY ADDITIONAL INCOME SUCH AS CHILD SUPPORT, SOCIAL SECURITY, DISABILITY PAYMENTS, DIVIDENDS, ETC., WHICH YOU WISH TO BE CONSIDERED FOR QUALIFICATION PURPOSES.

- Option C:** A TAA Lease Guarantor Agreement from a qualified guarantor may be acceptable if I am classified as a student, a first-time renter, and/or inadequate rental or credit history. A security deposit of Two (2) times the amount posted (excluding pet fees/deposits) will be required when using this agreement. Each Guarantor must also submit a completed Application and appropriate fees, and must be approved, prior to Applicants acceptance

**Rental History**

You must provide our firm with the necessary information to verify (beginning with your most recent residence and in descending order of prior residences if needed), a minimum of Three (3) concurrent years of favorable rental history. Favorable rental history shall mean that you fulfilled your prior lease agreement obligations during the last Three (3) concurrent year and that each landlord representative contacted would re-lease to you without special restrictions.

**Credit History**

Your most current credit report should reflect at least fifty percent (50%) of accounts shown, as favorable activity within the last Twelve (12) month period. Your application will probably not be accepted if your credit report reflects the amount owed to a property management company, apartment community, or individual rental property owner within the last Seven (7) years. The Property Management Company reserves the right to ask for additional security deposit, should the situation warrant it.

**General Requirements**

You must be a minimum of Eighteen (18) years of age to enter into a lease agreement.

No more than Two (2) occupants or Two (2) occupants and One (1) child under the age of Twelve (12) months per bedroom may reside at any residence. (Local Ordinances Apply)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



The Property Management Company

## Leasing Procedure with Other Real Estate Brokers

This agreement establishes the procedure regarding the leasing of property offered for lease by **The Property Management Company (PMC)**.

### Application Packet

The Application Packet must contain completed (NO empty blanks) and signed originals of the following:

- \_\_\_\_\_ 1. "Information about Brokerage Services" form
- \_\_\_\_\_ 2. "Application Policy" of The Property Management Company
- \_\_\_\_\_ 3. "Approval Policy" of The Property Management Company
- \_\_\_\_\_ 4. Federally required Lead Hazard Information Brochure (any approved version is OK)
- \_\_\_\_\_ 5. Completed TAA or TAR Application form (one for *each* applicant 18 and over)
- \_\_\_\_\_ 6. Application Fee and Application Deposit (Certified funds, two separate checks)
- \_\_\_\_\_ 7. Animal Application and Application Fee (if applicable)
- \_\_\_\_\_ 8. Verification of Tenant Representation

### Procedure

1. Licensed Agent must submit completed (NO blanks), original application package for all applicants, including the application fee and application deposit, to our office as soon as possible. We will verify both current and history of the prospective resident's credit, rental/ownership of residence, criminal, and employment status.
2. Tenant's Agent understands and agrees that all communications regarding the items in One (1) above will be between PMC and the Applicant(s) directly, and not through the Tenant's Agent. This may include different terms than originally advertised to satisfy Owner's and/or PMC qualifications.
3. Our Listing Agent will present the verified Applicant's information to the Owner or Property Manager for approval. Once the Owner/Property Manager verbally accepts the Applicant, The Applicant must come into our office **WITHIN SEVENTY-TWO (72) HOURS** to sign the lease. The Resident is considered approved upon notification by our office of approval.
4. Keys and possession of the property will not be given until the move-in date. All money owed, including any outstanding deposits and first month's rent, must be collected prior to the release of keys. **ALL MONEY IS PAYABLE IN CERTIFIED FUNDS ONLY.** (Rent is to be a separate check, as it is deposited in a separate bank account). Checks should be made payable to The Property Management Company.
5. The Property Management Company will fill out and explain the lease agreement to the Applicant.

**Leasing Commission**

The Cooperating Broker's leasing fee will be as indicated in the Austin Multiple Listing System, unless by separate agreement, approved prior to Application submittal.

**Commissions will be paid from Invoices only, and must be a hard copy (no faxes), and include items listed below.**

We will pay the Cooperating Broker's Leasing fee after receipt of the full leasing commission, full payment of all Tenant's fees, rents and deposits as required for possession, and the Tenant's possession of property We will not pay any "penalties". Every Broker that has leased our properties in the past has been paid if the resident has, in fact, moved-in and paid the rent. Payment usually occurs at the middle or end of the month, depending on completion of the terms above.

**Refund Policy**

Should the Applicant referred by the Cooperating Broker pay rent and stays in the property:

- ◆ Sixty (60) days or less, Cooperating Broker agrees to refund one-half (1/2) the total fee paid to the Broker.
- ◆ More than sixty (60) days, Cooperating Broker will not be required to make a commission refund.

**Billing Procedures**

Your Invoice must include the following for payment to be made:

- |                           |  |
|---------------------------|--|
| _____ Billing Date        | _____ Leasing Company's Name & Address     |
| _____ Property Address    | _____ Leasing Broker's IRS W-9             |
| _____ Move-In Date        | _____ Copy of MLS printout                 |
| _____ Name of Resident(s) | _____ Proof of Agent's membership to AMLS  |
| _____ Rental Amount       | _____ Proof of Agent's active TREC License |
| _____ Commission Amount   |  |

Please authorize this form and return with completed application to:  
**The Property Management Company - (512)-255-7575**

**Mailing Address:**  
**PO BOX 305**  
**Round Rock TX 78680-0305**

**Physical Address (no mail):**  
**2007 N. Mays, Suite 105**  
**Round Rock TX 78664**

Please call us should you have any questions regarding our procedures. We appreciate the opportunity to conduct business with you, and we look forward to continue a mutually beneficial relationship.

**We hereby Agree To, And Accept These Terms:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Broker License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Agent License Number

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Agent I.D. for MLS credit

**\*\* This is not an Invoice \*\***

From: "corey@cbrownproperties.com" <corey@cbrownproperties.com>  
Subject: \*\*LET US MANAGE YOUR PROPERTIES\*\*  
Date: June 10, 2011 10:33:20 AM CDT

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## **Dear Fellow Investors, Real Estate Agents, Brokers & Colleagues,**

In this tough market properties are getting increasingly harder to sell. The average days on market (DOM) for properties for sale range between 90-150 days, which means MCL (**Major Cash Lost**) for you. So I am here to offer a alternative solution to your problem. My name is Corey Brown; I am the President of C.Brown Properties. I want to take this time to extend my company's Property Management Services to you and your firm.

C.Brown Properties is a full service Property Management Firm here to meet all of your Property Management needs. We manage properties for clients in Baltimore City, Baltimore County, Prince Georges County, Montgomery County, Silver Spring, Washington DC, Northern Virginia & Atlanta GA. We specialize in Tenant Placement, Tenant Retention, Quality Maintenance Services, Landlord/Tenant Litigation & Target Market Investment Consultation just to name a few. We also offer Quality Renovations services & Handyman Service to homeowners at a very competitive rate (*please call to see before & after pics of most recent renovation projects*).

With our expertise & qualified staff working in your best interest, we hope to make your real estate investing experience a lot easier. Our goal is to minimize your headaches and generate you CASH FLOW!!!

To learn more about C.Brown Properties and our services, please see our website at (<http://www.cbrownproperties.com>) or email me at [corey@cbrownproperties.com](mailto:corey@cbrownproperties.com).

We do give referrals fee to ALL real estate agents as well as a 25% discount to all REIA Members (**MARIEA, BaltimoreRIEA, DCRIEA & GAREIA**)

**GTF, INC.**

# Investor Report

*One Call - One Solution from Get There First Realty*

## **WEATHER-HOT, MARKET-WARM**

It was my hope to continue to write newsletters with statements about the widespread demand for rentals. Unfortunately the June leasing volume was about half of May, and July was equally average. The hot Texas summer has not carried over to our rentals, and the number of homes for lease overall has increased at least 20%, far from putting enough supply pressure to see significant rent increases. I find the only place you can always find great demand in rental housing in North Texas is new construction (5,000 units being built) because N. Texans always want to lease something new. Our message to so many of our owners faced with a vacancy is to do complete and excellent make readies so homes look, smell and appear new (even if they are old!).

My personal portfolio consists of the most challenging rentals. My desire for occupancy has proven to me time and time again that I can rent my properties with the least time empty (and the most money saved) by investing in the quality of the make ready and the features in the home. No tenant wants to lease a home with a stack washer dryer connection; it's just not the type of appliance somebody owns. I always go out of my way to provide appliances; and in doing so I keep my rentals filled.

Delinquencies and evictions continue to grow as those struggling seem to be struggling even more. Nationwide, a recent survey said 25% of all renters spend MORE than half their income on rent. We typically feel anything more than 1/3 is a warning sign of a possible problem. 51.2% of Americans spend between 30-50 percent of their income on rent. No wonder the court rooms are standing room only and take hours to process eviction hearings. Be thankful you have eviction protection at GTF.

<b>MLS Activity Statistics Dallas/Ft. Worth Market</b>	
Previously owned homes sold in D/ FW Year to Date we are down 12%	April 2011: -20% May 2011: -25% June 2011: FLAT
S & P Dallas Sales Prices	-4%, same as US average
Consecutive months of falling home sales	12, every month we sell fewer homes. So sad.
Average days leasing a home	46 days 90 Days to sell
US Home Prices	-33% from their 2006 peak
Distressed Home Sales	Foreclosures continue to drop every month!
% of Homes bought "All Cash"	30%, up from 12% in 2009!



## **Stocks Were Solid**

The 1st half market statistics were fantastic (unless you're holding bonds from the Greece). International debt volatility has shaken many money markets abroad, but the main US indexes continue to remain in positive territory. The Dow index year to date is up 7.2% and the NASDAQ is up 4.6% and the S & P 500 up 5%. It is amazing to watch the markets throughout the day as there are wide swings in stock values making it a great environment if you're an excellent day trader. The presidential race has brought our economic woes to the front page news, and it should be expected that there will be stock market swings as Americans are reminded of the true realities of the federal deficit and other challenges.

**GTF, INC.**

Get There First Realty  
4931 Airline Road  
Dallas, TX 75205  
Toll Free: 1-888-322-4837  
Bus: (214) 522-5700  
Fax: (214) 522-9985  
mark@gtfrealty.com  
www.gtfrealty.com

# GTF, INC.

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You may have decided in the past that you would be better off managing your rental(s) yourself. Are you ready to **CHANGE YOUR MIND?**

### WHAT IF...

You always received your rent on the 3<sup>rd</sup> or always collected late charges?

You never had to worry about routine maintenance?

You never had to worry about vacancies that wipe out your returns?

You knew you were in compliance with all Federal disclosure and Texas Property Code issues?

### AND

You could benefit from a proven formula That is helping owners of over 1200 rentals in the Dallas/Ft. Worth areas.

**REDUCED COSTS+INCREASED REVENUE=**  
**A service that makes you money!**

### Never Worry Again about...

- x Late rental payments
- x Trashed move-outs
- x Bounced rent checks
- x Midnight water leaks
- x Meetings with repair companies
- x Getting stood up for showings
- x Middle of the night skips
- x Bad maintenance/high prices
- x Below market rents
- x New Federal lead paint laws
- x Fair Housing Requirements
- x Changes to Texas Property Code

**Let GTF take the "headache" out of your rental property.**

### Our cost effective system features:

- ✓ Rent by the 3<sup>rd</sup> or late charges always collected
- ✓ Lease renewals at market rates
- ✓ Maintenance by qualified subcontractors at greatly reduced rates
- ✓ Rent disbursements to owners within 24 hours
- ✓ 24-Hour maintenance with no mark-ups ever taken
- ✓ Move-out inspections with photos to insure resident compliance with cleaning obligations
- ✓ Monthly and annual management reports
- ✓ Representing owner in court if needed, to collect rents and late charges
- ✓ Credit screening of applicants and reporting to credit bureaus of any amounts due
- ✓ Advertising, screening and leasing your property



# EASSED RENTAL PROPERTY OWNERS

Over 25 years GTF Realty has helped thousands of Rental Property Owners

"HATE"

Their investment

little bit less each month.

## LESS VACANCIES LESS TRASHED PROPERTIES

Leased By:

**GTF, INC.** GET THERE FIRST REALTY  
214-522-5700 ext. 3

It Paid TODAY For The Money You should Have Received Yesterday. thing costs you more than a vacancy. It us help you reduce the chances of having one.

IT THERE FIRST REALTY SERVICES  
Trusted Residential Management Company  
Leasing • Management • Collection  
One Call ☎ One Solution  
Toll Free: 1-888-322-4837 ext.3

www.gtfrealty.com



## LESS TRASHED-OUT PROPERTIES WITH GTF IS WORKING FOR YOU!

### Specialists In Leasing • Management • Collect

Many of us are rental property owners nearly double. You need help especially if you are a constant being made in the Texas Property Code and with new required federal disclosures. We have a proven system designed to keep your residents happy while maximizing your and legal exposure. We see to it that your rentals comply with all aspects of state and federal agreement and that you receive all of your rent by the 15th of the month. Our system features:

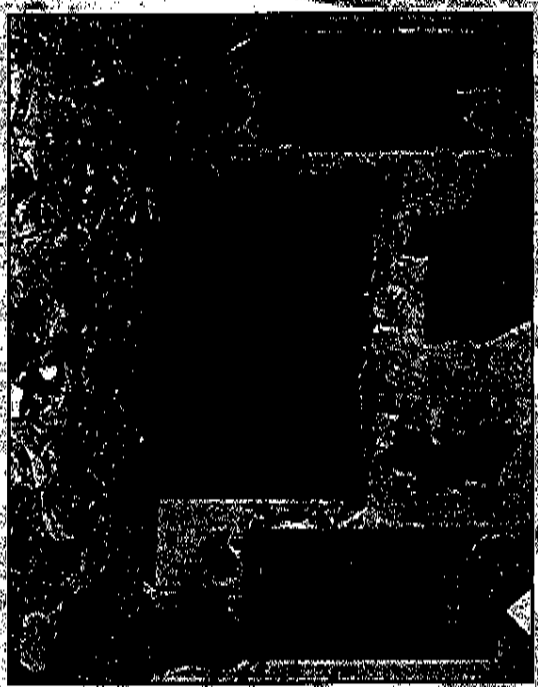
- Rent by the due date or late charges collected
- Renewing existing lease agreements
- Maintenance by qualified sub-contractors at greatly reduced rates
- Disbursing rents to owners within 24 hours
- Providing round-the-clock maintenance within mark-ups ever taken

(If your property is currently vacant and unleased, give us a call today to select that listing)

Inspection, guidance, and student equipment move-out cleaning instructions. (with the issuance of monthly annual statement)

- Representing owner in court if needed
- Reporting any amount due to you by the 15th of the month
- Advertising, screening and preparing all work for the leasing of your property.

(If your property is currently vacant and unleased, give us a call today to select that listing)



We Keep Out The  
And Get All The R  
That Is Owed To Y  
Call us TODAY for the n  
you should have receiv  
yesterday.

**GTF, INC.** 214-522-5700  
GET THERE FIRST REALTY