



GAC PROPERTY MANAGEMENT



Rental Office: (270) 926-5415
Email: Rentals@TonyClark.com * Fax: (270) 926-0227
2934 Frederica Street * Owensboro, KY 42301

All items listed below must accompany the rental application.

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1. **Application Fee – Money Order or Cashier’s Check Only payable to: GAC Property Management (NO CASH / NO PERSONAL CHECKS)**
\$ 50.00 Per Applicant 18+ years old.
Each person seeking to live at the rental who is 18+ yrs old must apply and pay the Non Refundable \$50 fee per person.
The rental Application Fee covers:
 - Credit Check** - Credit Score must be 600 or higher (or have a qualified co-signor)
 - Criminal Background Check** - Violent Felony or Drug Offence - 10 years, Non-Violent Felony - 5 years
 - Landlord Verification** – List rental history from last 2 landlords.
 - Employment Verification** – List employment history from last 2 jobs.

2. **Administrative Fee (Approximately half of deposit) – To be applied to deposit once approved.**
\$ _____ . Must be Money Order or Cashier’s Check Only payable to: GAC Property Management (NO CASH / NO PERSONAL CHECKS) This money order or Cashier’s Check cannot be combined with the Application Fee (There must be 2 separate money orders/cashier’s checks)
If approved - Non-Refundable - to be applied to the Deposit. If applicants back out, it is still non-refundable.
If not approved - Refundable to the applicant(s) within 3 business days of email denial notification.

3. **Driver’s License/Photo I.D.** (Bring original. We will make the copies. Need to be enlarged and in color)

3. **Social Security Card** (Bring original. We will make the copies.)

4. **Proof of Income must be equivalent to or higher than 3 ½ times the rent of the property you are requesting.**
(Example: Rent \$550/month x 3.5 = \$1,925 minimum monthly income required)
 1. Paystub - showing year-to-date. *If you have worked at the job for less than 3 months, you are required to get a letter from the employer stating that you are permanent, full time and what your gross income will be. Letter must be dated, signed, and company contact info included.*
 2. If drawing Social Security, attach notification letter to application.

5. **Bank Statements for Checking and Savings** (2 full month’s statements for Checking and Savings.)
Bank statements are used to determine debt-to-income ratio.
You must be able to show that you can pay all bills including: rent, utilities, car insurance/pymts, groceries, etc.
Monthly rent payments will be required to be made through an automatic rent draft.
You have the option of the draft being withdrawn from your checking or savings account.
This process will be used for the entirety of the lease contract.

6. **If you have any Animals, Photo of Animal(s) and Vaccination Records must accompany this application.**
 - Some properties/units do not allow pets. Ask office for details.
 - All Animals must be under 25 lbs once fully grown.
 - Some properties/units do not allow more than one (1) pet. No exceptions.
 - Certain dog “breeds” are not permitted based on company insurance policy.
(German Shepherds, Pit Bulls, Rottweilers, Dobermans, Boxers, etc. List posted in office.)
 - Proof of animal vaccinations from vet’s office must show breed of animal and weight and be up-to-date.
 - Pet “Fee” is non-refundable and equivalent to one month’s rent.
 - Pet “Rent” is a monthly expense added to Tenant Rent. (Ask Property Manager for prices.)
 - Tenant must carry Renter’s Insurance with Liability listing the following:
Tony Clark Realtors, LLC. d/b/a GAC Property Management.

7. **Please contact GAC Property Management’s rental team with any questions regarding rentals/leasing at (270) 926-5415. The Tony Clark office phone # will not be able to assist you with rental questions.**