



5601 Bridge Street, Ste. 504
Fort Worth, TX. 76112
Office: 817-377-3190
Fax: 817-288-5511

Fax

To:	Frontline Property Management	From:	
Fax:	817-288-5511	Pages:	
Phone:	817-377-3190	Date:	
Re:	Application:	cc:	

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

The information contained in this facsimile message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify the sender at the above contact information immediately and destroy all copies of this message and attachments.

Please find attached the following required documents:

(Please check off each required item as you compile your documents to fax)

- Authorization to Release Information (below)
- Application Addendums (below)
- Copy of government issued identification
- Copy of social security card
- Copy of most recent pay stubs (30 days worth)

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Authorization to Release Information Related to a Residential Lease
Applicant

Texas Association of REALTORS, Inc. 2007

I, _____ (Applicant), have submitted an
application to lease the property located at _____
_____ (address, city, state, zip.)

The landlord, broker, or landlord's representative is:

Frontline Property Management
5601 Bridge St. #504
Fort Worth, TX 756112
817-377-3190 (phone) 817-288-5511 (fax)

I give my permission:

1. to my current and former employers to release any information about my employment history and income history to the above-named person;
2. to my current and former landlords to release any information about my rental history to the above-named person;
3. to my current and former mortgage lenders on property that I own or have owned to release information about my mortgage payment history to the above-named person;
4. to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information in this authorization. The broker maintains a privacy policy which is available upon request.

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Qualifying Criteria for Frontline Property Management

Thank you for choosing Frontline Property Management, Inc. to provide the place where you will call home. We look forward to having you as a resident. We want to inform you of the criteria that we utilize in order to qualify you for tenancy in one of our units/homes. If you read through this information and for any reason feel like you will have difficulty being qualified, it is best that you make an informed decision as to whether you would like to proceed with the application process or not.

Frontline Property Management, Inc. represents individual investors. Currently the owner of the unit/home that you have chosen will make the final decision as to your approval. Frontline Property Management, Inc. has the right to deny an application if the following criteria are not met.

1. We require that applicants make a combined total of **3 times the monthly rent** (gross income).
2. We conduct a criminal background check. If in the past, you have any felony criminal convictions or currently serving felony deferred adjudication, misdemeanor criminal convictions or serving misdemeanor deferred adjudication, or a case pending for the following, you will be denied:
 - a. Theft of property, Injury to persons, Damage to property
 - b. Violence, Drug violation, sexual offenses
 - c. Attempted felony or misdemeanor offenses related to the above violations
3. We conduct a credit check. If you have a bankruptcy filed within the last 24 months, this will result in a denial. Bankruptcies between 2-5 years old will be handled on a case by case basis.
4. We verify **the last 5 years of residency** to ensure that no evictions/landlord debt(s) exist within the last 24 months. We may consider landlord debt older than 24 months if it is less than \$2500 with reasonable explanation.
5. We **verify current and last employer to check dates and income**.
6. Failure to provide accurate and complete information on the application may result in denial.

Applicant's initials _____, _____, _____, _____

Below is a list of the documents required to process your application quickly.

- \$40 application fee per adult in a separate money order made payable to: Frontline Property Management, Inc.
- Each adult over the age of 18 must fill out a separate application form.
- Most recent pay check subs (1 month) or tax return if self-employed or paid by tips
- Valid state or government issued photo ID
- Social Security card.
- **Within 48 hours of application approval, half of the security deposit will be due to hold the unit.** Money orders made payable to: Frontline Property Management

WE DO NOT ACCEPT ANY AGGRESSIVE BREEDS!!

Breeds that are included but not limited to are: Pit Bulls, American Staffordshire Terrier, German Shepherds, Rottweilers and Chows

Please call us for a complete list of all breeds included in this list!

[Type here]

If we are missing any of the required items listed above, your application will not be processed. It takes approximately 72 business hours to process the application. If we are missing any of the items required listed above, your application will not be processed. The property will remain on the market (available) until the lease has been signed and all necessary funds have been collected.

By signing below, you acknowledge that you understand our basic criteria for qualification. Once again, we look forward to having you as one of our residents.

Printed Name: _____ Date: _____

Signature: _____ Date: _____

Printed Name: _____ Date: _____

Signature: _____ Date: _____



**5601 Bridge Street,
Suite 504
Fort Worth, TX 76112**

<p>From Fort Worth:</p> <ol style="list-style-type: none"> 1. Go East on I-30 take exit #19 Brentwood Stair Road 2. Turn left on Brentwood Stair Road 3. at the light turn left on Woodhaven Blvd 4. Turn right on Bridge Street the building is on the left. 	<p>From Arlington:</p> <ol style="list-style-type: none"> 1. From i-30 West take exit #21 C Bridgewood Drive 2. Turn left on Bridgewood Drive at light 3. Turn left on Bridge Street the building is on your right.
<p>From HEB:</p> <ol style="list-style-type: none"> 1. Take I-820 South to exit #27 Bridge St/John T White Road 2. Turn Right on Bridge Street go 1.5 miles the building is on the right. 	<p>From Mansfield:</p> <ol style="list-style-type: none"> 1. Take I-820 North to exit #28C toward Brentwood Stair Rd. 2. Turn left on Brentwood Stair Rd go 1.5 miles 3. Turn right on Woodhaven Blvd. for .1 miles 4. Turn right on Bridge Street .2 miles the building is the right.

[Type here]



**Frontline Property Management Privacy Policy for Personal Information
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all Federal and State laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on your qualifying criteria sheet that is provided with your application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use the information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information. Our software immediately encrypts social security numbers.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their Privacy Policies, as well.

Thank you,
Frontline Property Management Inc.

Applicant Signature

Date

Applicant Signature

Date

Date of Policy: October 22, 2007 / Revised 8/3/2016

[Type here]



Notice of Home Warranty on Your Property

Dear Tenant(s):

The property you are renting currently has a home warranty in place to cover some of the repairs. Below are the steps that will be followed on all covered repairs.

1. Please report your repair item to your Property Manager in writing (via e-mail or website)
2. The Property Manager will contact the home warranty company to report the issue.
3. The Home Warranty Company will call **you** to schedule an appointment.
4. At the time of service, the service company requires an upfront payment which we will try to accommodate, however **you may** (on occasion) be asked to pay the copay up front (usually \$75). **
5. Submit the receipt to your Property Manager so it can be deducted from the next month's rent.

Items that could be covered by a home warranty include, but not limited to:

HVAC system	Hot Water Heater
Plumbing (including sewer back ups)	Electrical
Garbage disposal/Dishwasher	Oven/Range

This process may take several business days due to scheduling and approvals needed through the home warranty for what they will/will not cover. We will strive to work with the warranty company to make repairs as quickly as possible.

Resident Signature(s): _____ Date: _____

Resident Signature(s): _____ Date: _____

Landlord: _____ Date: _____

** We will try to make sure this is taken care of ahead of time, however, there is a small chance that you may need to pay the co-pay.



Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

Frontline Property Management, Inc.

Licensed Broker/Broker Firm Name or Primary Assumed Business Name

519312

License No.

info@frontlineproperty.com

Email

(817) 377-3190

Phone

Stephen H. Fithian

Designated Broker of Firm

407418

License No.

steve.fithian@svn.com

Email

(817) 288-5525

Phone

Debrah Dyck

Licensed Supervisor of Sales Agent/Associate

593491

License No.

regionaldirector@frontlineproperty.com

Email

(817) 288-5546

Phone

Sales Agent/Associate's Name

License No.

Email

Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

TAR 2501

IABS 1-0

Sperry Van Ness / Trinity Advisors 5601 Bridge Street, Ste. 504 Fort Worth, TX 76112
Stephen Fithian

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