



FRONTLINE Property Management, Inc.

3000 RACE STREET, SUITE 132 • FORT WORTH, TX 76111 • 817-377-3190 • FAX: 817-288-5511 • WWW.FRONTLINE PROPERTY.COM

APPLICATION PROCESS

We work on a first come first serve basis. The first applicant to submit a completed application, including all required document, will receive priority over any other application. To expedite the process, please send all the following documents immediately after submitting your application:

- An application and a \$45 application fee for each adult (18 and over)
- Copy of government issued identification
- Copy of Social Security Card
- Copy of most recent pay stubs (30 days' worth) or tax return if self- employed or paid by tips
- Authorization to Release Information (below)
- Application Addendum (below)

The following documents **cannot** be accepted:

- Bank Statement
- Copies of checks
- Birth Certificates

Most applications take 1-2 business days to complete once all required documents have been received.

PET SCREENING

Along with your application (if applicable) there will need to be a completed pet screening for all animals including dogs, cats, birds, fish etc. This is a separate application and will need to be finished before signing.

- Pet Screening: There is a \$20 pet application fee for the 1st pet and \$15 for each additional pet
- Pet screening must be completed and returned before signing lease
- There is no charge for service Animals

WHAT TO EXPECT UPON APPROVAL

The move in date will need to be no later than 2 weeks from date of approval. All required utilities need to be turned on by your move in date. The following actions will happen next:

- **Move in Funds:** Within 48 hours after approval, at least half of the security deposit is due to hold the unit for you. Depending on your move in date, the following funds are due at the time of move in; Security Deposit, Prorate Rent, First Month's rent, Admin Fee and Pet Deposit if applicable.
- **Administration Fee:** There is a \$150 fee per lease. \$125 Admin Fee each year at the time of your renewal.
- **Resident Benefit Package:** Along with rent, you will be billed \$30 a month for enrollment in our resident benefit package. Please see page 3 for details.
- **Pet Funds:** Monthly pet rent ranges from \$25-\$45 per pet. Pet deposit ranges from \$350-\$500.
- **Late Fees:** Rent is due on the 1st of each month. If rent is not received on or before the 3rd of the month, the initial late charge of 10% of open rent will be charged on the 4th. A \$10 a day fee will continue to be charged thereafter until rent is paid.

Signature Date

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QUALIFYING CRITERIA

Thank you for choosing Frontline Property Management, Inc. to provide the place you will call home. We look forward to having you as a resident. We want to inform you of the criteria that we utilize 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. If you choose to continue with the application and are denied, the application fee may not be refunded.

Frontline Property Management, Inc. has the right to deny an application if the following criteria is not met.

1. Applicants are required to make a combined total of **3 times the monthly rent** (gross income).
2. Criminal background check will be conducted. If you have any felony criminal convictions or are currently serving felony deferred adjudication, misdemeanor criminal convictions or are serving misdemeanor deferred adjudication for:
 - a. Theft of property, Injury to persons, Damage to property
 - b. Violence, Sexual Offenses
 - c. Drug Manufacturing or Distribution
 - d. Attempted felony or misdemeanor offenses related to the above violations

You will be denied if the application date falls within **3 years of the conviction date**. Any convictions within **3 to 6 years of the application date** will be handled on a case-by-case basis.

3. A credit check will be conducted. 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. Derogatory trade lines will be considered on a case by case basis.
4. We will 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 will **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.

It is important to note that applications will not be considered complete until all required documents are received.

Applicant's initials: _____



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RESIDENT BENEFIT PACKAGE ADDENDUM

The Frontline Property Management, Inc. Resident Benefit Package is designed to provide convenience and professional services to our residents at a cost of \$30/month payable with Rent.

The resident and Frontline Property Management mutually agree that the Resident Benefit Package is defined as follows:

HVAC Filter Delivery: A portion of the resident's total amount due will be used to have HVAC filters delivered to their home approximately every 30 days. The tenant shall properly install the filter that is provided within two (2) days of receipt. Tenant hereby acknowledges that the filters will be dated and subject to inspection by Landlord upon reasonable notice to verify replacement has been timely made. If at any time the resident is unable to properly or timely install a filter, they shall immediately notify the property manager in writing. Resident's failure to properly and timely replace the filters is a material breach of this agreement and Frontline Property Management shall be entitled to exercise all rights and remedies it has against the resident and they shall be liable to Landlord for all damages to the property or HVAC system caused by the resident's neglect or misuse.

Move-In Concierge Services: The resident acknowledges that Frontline Property Management will provide a concierge service to aid in utility, cable, internet, and other relevant service(s) activation. The resident maintains the right to facilitate his/her own service activations.

Resident Rewards: The resident acknowledges that a resident rewards program is made available to them by Frontline Property Management. Rewards are to be accessed online and are activated at the resident's sole discretion. Resident Rewards will provide the Resident with available rewards as a preferred customer of Frontline Property Management.

Home Buying Assistance: The property managers with Frontline Property Management are Licensed Real Estate Agents and/or Brokers and offer Buyer representation services and referrals to residents enrolled in Resident Benefit Package for the purchase or Real Property. Compensation for such services shall be agreed upon in a separate Agreement outside of this Lease.

24-Hour Maintenance Coordination Service: Frontline Property Management shall allow access to the resident to report maintenance concerns outside of normal business hours via the online resident portal, or other such means as made available by Frontline Property Management.

Online Portal Access: Frontline Property Management agrees to provide the resident online portal access for the purposes of reviewing pertinent documents, payment of Rent and other fees, and reporting maintenance concerns. Frontline Property Management reserves the right to restrict payment access to the resident, at the manager's sole discretion, should a pattern of delinquency arise and/or persist.

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PET INFORMATION

At Frontline, your pets are family too! When filling out your application, the full name of the breed must be written.

For example: if you have a Boston Terrier, you will need to write “Boston Terrier” and not “Terrier”.

We require pictures and up to date shot records for every pet you have.

Your pet **MUST** go through our Pet Screening process. All pet applications must be completed before your move in date. The property will remain on the market (available) until the pet application and all necessary funds have been collected.

RESTRICTED BREED LIST

WE DO NOT ACCEPT ANY AGGRESSIVE BREEDS!! Breeds that are included but not limited to are:

- Pit Bull Terriers
- Staffordshire Terriers
- Rottweilers
- German Shepherds
- Presa Canarios
- Chows Chows
- Akitas
- Doberman Pinschers
- Wolf-Hybrids
- Mastiffs
- Cane Corsos
- Great Danes
- Alaskan Malamutes
- Siberian Huskies

PET DEPOSITS

Depending on the property and the property owner’s preference, we could allow up to 4 pets. Pet deposits are as follows:

1 Pet	\$350 Pet Deposit
2 Pets	\$400 Pet Deposit
3 Pets	\$450 Pet Deposit
4 Pets	\$500 Pet Deposit

Pet owners will be charged a monthly pet rent ranging from \$25-\$45 per pet. Service animals will not be charged.



By initialing below, you acknowledge that you understand our basic criteria for pet qualification and the fees associated.

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UTILITY INFORMATION

Upon approval, you will be responsible for **transferring ALL utilities** into your name for the duration of the lease terms unless otherwise noted in your lease agreement (Page 5; Section 11). This includes being responsible for all connection fees, service fees, usage fees, deposits, and all other costs for all utilities to the property.

UTILITIES

⇒ **Electricity**

- The Public Utility Commission of Texas offers a free and unbiased website where you can compare and choose the electric plan with the company that is right for you @ <http://powertochoose.org/>

⇒ **Water, Trash, and Sewage**

- Water, trash, and sewage service is handled by the city you are moving to. You will need to contact the local water department to find out what their application process is.

⇒ **Gas**

- If you are unsure if the property you are leasing needs gas service, please contact Atmos Energy @ 888-286-6700 and they will be able to assist you.

Moving can be stressful but we do offer a complementary utilities concierge service from Citizen Home Solutions, that will connect all your utilities and services fast, free, and easy!

For Immediate Assistance **after approval**, please call 877-528-3824

By signing below, you agree to have ALL utility accounts set up in your name by your move in date and be able to provide proof of service to your tenant coordinator in order to receive keys to the property.

Signature Date

Signature Date

Signature Date

Signature Date



NOTICE OF HOME WARRANTY

The property you are applying for may have 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
- Electrical
- Hot Water Heater
- Garbage disposal/Dishwasher
- Plumbing (including sewer backups)
- 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: _____ Date: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ 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.



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PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICATIONS AND TENANTS

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 provide their Privacy Policies, as well.

Thank you,

Frontline Property Management Inc.

Applicant's initials: _____



TEXAS ASSOCIATION OF REALTORS®
**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2018

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

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

_____ **Frontline Property Management, Inc.** (name)
_____ **3000 Race Street, Suite 132** (address)
_____ **Fort Worth, TX 76111** (city, state, zip)
_____ **(817)377-3190** (phone) _____ **(817)288-5511** (fax)
_____ (e-mail)

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 any 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 described in this authorization. The broker maintains a privacy policy which is available upon request.



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Applicant's Signature Date

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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

Licensed Supervisor of Sales Agent/
Associate

License No.

Email

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

Phone: (817) 288-5525 Fax: (817) 288-5511

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