



## **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 ask that all applicants make **3 times the monthly rent** (gross income).
2. We conduct a credit and criminal background check. **We will not accept felonies of violent or sexual nature.** (Some exceptions may apply and will be reviewed on a case by case basis.)
3. We verify **the last 5 years of residency** to ensure that sufficient notice and account care was exercised.
4. We **verify current and last employer to check dates and income.**

Applicant's initials \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### **WE DO NOT ACCEPT ANY AGGRESSIVE BREEDS!!**

**Breeds that are included but not limited to are:**

**Pit Bulls  
Rottweilers  
German Shepherds  
Chows**

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

### **Below is a list of all that is required to process your application quickly.**

- \$40 application fee per adult in a separate money order or \$60 for married couple with the same last name made payable to: Frontline Property Management, Inc.
- \$100 application deposit in a separate money order. See below for further details.  
Money orders made payable to: Frontline Property Management
- Each adult over the age of 18 must fill out a separate application form.
- Recent pay check subs (1 month)
- Valid state or government issued photo ID
- Social Security card.

We take up to 48 business hours to process the application. Once you are approved the \$100 application deposit will be applied toward your security deposit and is no longer refundable. The \$100 application deposit will be refunded if for some reason you are denied. 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**

**From Fort Worth:**

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.

**From Arlington:**

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.

**From HEB:**

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.

**From Mansfield:**

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.



## **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.

**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 of Signature

Date of Policy: October 22, 2007