

ForeFront Property Management

Rental Criteria

Application fees are \$75 per individual. All individuals the age of 18 and older that will be living in the home will need to apply.

Applicants must view the property prior to having their application processed. ForeFront Property Management does not rent homes sight unseen.

Application Review Process

Applications will be reviewed during business hours Monday-Friday 9am-4pm. Applications received after hours, on the weekend, or during holidays will be reviewed during the following business day.

Applications for consideration are on a first come, first serve basis for fully completed applications. If there are missing applicants, information or proof of funds, or an incomplete petscreening.com profile for pets your application will be considered incomplete, and we will move on to the next complete application.

Two years of Good Rental History

No Forcible Entry & Detainers (Evictions) unless you have a verifiable documentation of landlord irresponsibility. However, a FE&D due to property damage by the resident will not be accepted under any circumstance. No history of any damage to the residence, or an outstanding balance due to a previous landlord. We can accept base housing as rental history.

Criminal Background Check

Residency may be denied due to criminal history (see Criminal Background Criteria, pg. 7)

Verifiable Gross Income

Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, or an offer letter from an employer. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns.

Applicants may elect to use Plaid Income Verification within the application. Using Plaid Income Verification will allow our Company to process applications faster.

Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant.

Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

(Section 8 vouchers and certificates may be accepted. The resident must meet the same criteria as those seeking non-subsidized housing.)

Credit History

Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history. Contingent on your credit score, a risk mitigation fee may be assessed (see below). Credit scores are obtained using Equifax FICO 9. Credit Score 539 and below will be declined.

Our company offers the following option for security deposits:

Prior to move-in you need will be required to bring to our office in certified funds the security deposit based upon the criteria below. These funds will be held in a trust account and disbursed per the terms of your contract at the conclusion of your lease.

Equifax FICO 9 score of 540-599 = Security Deposit of 2x the monthly rental amount

Equifax FICO 9 score of 600-620 = Security Deposit of 1.5x the monthly rental amount

Equifax FICO 9 score of 621 & above = Security Deposit of 1x the monthly rental amount

Lease Administration Fee - \$150.00 (one-time fee)

Upon approval of an application our team will draw up and send out the leasing packet for the approved applicant(s) to review and sign. Once completed we will add you to the online resident portal and an invite will be sent across for you to complete a login to your new resident portal.

You will also receive access to perform a digital move-in evaluation of the property upon move-in.

End of Lease Agreement and Tenant Move Out:

After ForeFront Property Management conducts a final move out assessment of the property, any damage to the home (above normal fair wear and tear) will be the responsibility of the resident. The outgoing resident will receive a copy of the final inspection along with an itemized final bill considered due and payable upon receipt. Outgoing residents failing to pay in a timely manner will be turned over to a 3rd party collection agency.

Risk Mitigation Fee

ForeFront Property Management can offer applicants with lower than a 620 Equifax FICO 9 score an opportunity to rent from us by offsetting the monetary risk for the owner and the management company. Applicants may still be approved with less than a 620 Equifax FICO 9 score or combined credit score of 620. A one-time risk mitigation fee will be applied for qualifying individuals for leaseholder positions based on credit score criteria:

- Equifax FICO 9 scores between 540-574: One time risk mitigation fee \$1,500.00
- Equifax FICO 9 scores between 575-599: One time risk mitigation fee \$1,000.00
- Equifax FICO 9 scores between 600-619: One time risk mitigation fee \$500.00
- Equifax FICO 9 score of 620 & above: No additional risk mitigation fee required.

Co-Signer on Applications

Co-signers are a welcomed addition to anyone's application to help secure a new home through our office. In order for a co-signer to be qualified as an additional backer on a lease agreement, the co-signer must:

- Earn 4 times the monthly rent amount
- Have a TransUnion Resident score of 700 & above

Maximum Occupancy

Occupancy availability is determined by FHA, HUD & IRPC guidelines where applicable.

Resident Liability Insurance

ForeFront Property Management requires you to have Tenant Liability Insurance with a minimum policy coverage amount of \$100,000 that names ForeFront Property Management as additionally insured.

Submit Valid Driver's License, State issued photo ID, or Government issued ID (Passport, Visa, PRC, etc.) for each Residential Lease Application submitted.

Six Month Lease Agreement Option = Base Rent + 20%

Not looking for a traditional full 12-month lease term? A 6-month lease option is available at an increased rate of 20% added to the current rental listing price being advertised for the home. If

not requesting a 6-month lease then the minimum lease term is 12 months; longest available terms are 24 months.

Example: \$1,500 a month X 20% = \$300, new monthly rent = \$1,800.00 a month

Resident Benefits Package Lease Addendum: \$50 a month fee (in addition to monthly Rent)

Required with ALL lease agreements under ForeFront Property Management is the enrollment in the Resident Benefits Package. Inclusions in the Resident Benefits Package:

- Included Online Resident Portal for Maintenance, Payment Options, and Electronic Statements.
- 24/7 Maintenance Hotline with Live Phone Support.
- Piñata -Earn rewards points towards select redeemable gifts.
- Free Credit Reporting for All Rental Payments made during this Lease to TransUnion.
- Credit Monitoring
- On Demand Pest Control Services

Frequently Asked Questions:

Can I opt out of this Resident Benefits Package? No. ForeFront Property Management provides the Resident Benefits Package to all Residents.

NOTICE TO ALL APPLICANTS: NO SMOKING is permitted inside the home or garage.

Pet Policy

Rental Criteria for Animals: Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals or ESA's) on the property, while others restrict the type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval. On a case-by-case basis, ForeFront will allow for Restricted Breed dogs that are all or any portion of mixed with the following breeds:

- Akita
- Rottweiler
- Doberman
- American Bulldog

- Bull Terrier
- German Shepherd
- Great Dane
- Bullmastiff
- Husky
- Chow
- Presa Canario
- Pit Bull
- Staffordshire Terrier
- Wolf Type Dog
- Siberian Husky
- **Combination of Any of the Above**

Each approved animal in this list will incur an additional monthly fee of \$30.00 per animal.

Residents may be evicted for misrepresenting any of the above type(s) of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Service or Emotional Support Animals: Any requests to allow for certified service animals or Emotional Support Animals must be accompanied by current documentation and will be reviewed by a third party pet screening company at the follow link:

<https://forefrontpm.petscreening.com/> Select Assistance Animals tab to begin the process.

We require with your application, a completed [petscreening.com](https://forefrontpm.petscreening.com/) profile for each pet. The approval process and final determination of breed will be the responsibility of ForeFront. These determinations are final. Please utilize the following link and select Household Pets to begin the process: <https://forefrontpm.petscreening.com/>

Standard Animal Fees (non-breed specific from list above):

Lease Signing: \$99.00 Fee for a pet inspection (will take place between month 3-6 of the lease)

Monthly: \$30.00 a month pet fee per approved pet.

Restricted Breed List Approved Animals:

Monthly: \$30.00 a month pet fee per approved pet + \$30.00 Restricted Breed Fee

Dog Liability Insurance: All approved restricted breed dogs must comply with the following:

- 1) Purchase Dog Liability Insurance with a minimum coverage of \$100,000 per incident.
- 2) Name ForeFront Property Management as “ADDITIONALLY INSURED” on this policy and provide proof.

Recommendations: Conduct a Google Search for “Dog Liability Insurance” online and seek several quotes from insurance providers licensed in Texas for your pet.

This must be completed and presented to our office prior to move in.

Disabled Accessibility:

Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre- modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

School Boundaries:

School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES

APPLICATION APPROVAL:

All approved applicants will receive further instructions via email.

Approved applicants will be required to sign a lease agreement within TWO (2) business days of Security Deposit payment. Failure to do so will result in the cancellation of the application,

forfeiture of the application fee(s) and forfeiture of the security deposit paid to ForeFront Property Management.

START OF LEASE:

Vacant Homes --- ForeFront Property Management has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- ForeFront Property Management will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.

Leases starting within 5 days of the end of the month --- We will require the next full month's rental amount with the pro-rate.

What Our Residents Want You to Know:

- 1) ForeFront Property Management conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. Any Resident caused damage identified in this inspection will be required to be repaired prior to a lease renewal being granted. If this standard annual inspection procedure is going to cause you a problem –we recommend you stop now and do not apply for one of our homes.
- 2) During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new Residents. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.
- 3) ForeFront Property Management is a ZERO TOLERANCE company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.
- 4) Lease Preparation Fee: \$199 --- There is a lease preparation fee of \$199 per lease agreement for the effort to prepare, forward, and offer the convenience of electronic signatures, electronic funds collection, and a lock box move in.
- 5) Resident Benefits Package: \$50 Per Month, please see above.
- 6) Utilities: Residents are required to present ForeFront Property Management with proof of utilities being transferred into the Lease Signer's name prior to move-in. This includes power and water services.

ATTENTION APPLICANTS! If you are being represented by a Realtor who has physically showed you the home in person, you are obligated by the National Association of Realtors to have completed a written Buyer / Tenant Representation Agreement. In that agreement are portions illustrating what is the maximum commission amount the Realtor can receive, and who will be paying that commission. Be aware that not every home being marketed by ForeFront Property Management will be offering a Tenant Realtor Commission. Per the NAR guidelines, that decision has to be left solely to the homeowner and is not a ForeFront Property Management policy.

WARNING: Should you choose to indicate you are being represented by a Realtor on your application, and the home you choose to lease is NOT offering a Tenant Realtor Commission - you may end up having to pay your Realtor directly out of pocket. We advise all applicants working with a Realtor to carefully read your Buyer / Tenant Representation Agreement and consult with an attorney if you have any questions or concerns.