



825 Gum Branch Road, Ste 122
Jacksonville, NC 28540
Office: (910) 333-0055
Fax: (910) 312-3520
Listings@HomeFrontNC.com
homefrontnc.com

Rental Application Instructions

*****APPLICATION FEES WILL NOT BE REFUNDED*****

Do NOT use a barracks address on the application. Please use a previous address or Home of Record.

***Please avoid adding in any special characters or symbols on this application such as !, @, #, \$, %, ^, & * () - _ = + \ | { } ; : / ? . >**

1. Please complete an application on our website at homefrontnc.com. To apply, you may find the property listed under the “Our Properties” tab. Then scroll down to the property you wish to apply for and click “Apply Now”. ALL persons and ALL pets/assistance animals occupying the residence must be listed on the application. ALL occupants over the age of 18 must apply (\$75 per applicant). You may add additional applicants toward the end of the application.
2. Proof of income and copy of government issued Photo ID must be uploaded to application in attachments or submitted to Listings@HomeFrontNC.com .
 - a. If employed for less than 90 days must have a letter from your employer stating your anticipated monthly/yearly wages. Offer Letters will NOT be accepted.
 - b. If employed for more than 90 days you must submit ONE of the following as proof of income **ALL Documents NEED to be a PDF, Screenshots will NOT be accepted. Applicants first and last name must appear on all income documents, or they will not be accepted:**
 - i. Last three months of bank statements
 - ii. Last 3 months of pay stubs without a year-to-date amount,
 - iii. Most recent paystub with a year-to-date amount, or current military Leave and Earnings Statement.
 - c. Court Ordered Alimony/Spousal Support/Child Support may be used toward proof of income.
 - d. Public assistance vouchers may be used toward proof of income and long as it is not temporary. Applicants must still meet overall income and credit requirements.
3. Credit score for applicants must be 625 and above. If there is more than one applicant, we will take average of credit score of two applicants. If there are more than two applicants, we will take average credit score of the lowest two applicants. If the average credit score between applicants is between 600-625, application may still be considered, but the equivalent of 2 month’s rent for a security deposit will be required. Applications with average credit score under 600, will be denied, unless it is only due to student loan or medical debt. Applicant with No credit will be treated as a 600-credit score and a double security deposit will be required if approved.
4. Gross Income for single or married couples combined must be more than 3 times the rent amount. If 2 roommates, combined income must be more than 4 times the monthly rent amount. If 3 Roommates, gross income must be 5 times the rent amount. *****Roommate situation may not be allowed at all properties. Please call to confirm before submitting application.**

5. Security Deposit amount is determined by combination of credit score and income. If Approved, Security Deposit will be at least the equivalent of one month's rent, but no more than the equivalent of two months' rent.
6. We will not accept applicants with past evictions or outstanding balances with previous landlords, or collections balances with any utility, phone, cable or internet service companies.
7. You will be sent a Release of Information Authorization to sign so we may contact your previous Landlords about your rental history.
8. You will need to fill out the Applicant Questionnaire sent to you with the Release of Information Authorization.
9. No applications will be processed until all items above have been 100% completed.
10. Approved applicants will be charged one-time non-refundable Lease Processing Fee of \$129 due at lease signing. If roommates, each roommate is subject to \$129 Lease Processing Fee.
11. HomeFront does not have a blanket policy regarding approval or denial based on criminal background. However, we will take into consideration, the age of the offense, nature of the offense, and other objective facts regarding the offense before rendering an application decision. If the applicant has questions regarding their criminal history, please contact our office prior to applying. Again application fees will NOT be refunded.
12. Cosigners will ONLY be allowed under the following conditions:
 - a. Applicants fail to meet proof of income requirements.
 - b. Applicants meet HomeFront's credit policy as previously mentioned in application instructions.
 - c. Cosigners must apply and pay \$75 application fee.
 - d. Cosigner meets HomeFront's credit policy.
 - e. The cosigner will need to show proof of income exceeding 3x monthly rent plus cost of cosigner's monthly rent/mortgage payment.
 - f. Cosigners must reside in the county where the rental property is located.
 - g. Cosigners will not be allowed to be removed and will be responsible for the entire duration of tenancy.
 - h. If applicants are a roommate scenario, there must be a separate cosigner for each applicant.

***Application Fees are non-refundable.** By applying, you are confirming you are willing and able to pay the required security deposit immediately upon approval as well as immediately signing the lease agreement. Due to current market conditions, multiple applications on a property are likely. More than one application per property may be approved. If multiple applications are approved, whoever pays deposit first will procure the property. Any delay in payment of deposit and signing lease may result in another applicant getting the property. All qualifying applicants may be transferred to a different available property managed by HomeFront; in the event, the applicants do not get the property they applied for due to multiple applications. Please allow up to 24 hours for a response once the application(s) is complete. *