



## New Resident Signing Process

Thank you for your interest in renting one of our units! This sheet describes our process for securing new residents, including our rental criteria, application process, and lease agreement process. We're eager to get started!

### Rental Criteria

In order to rent one of our units, we require the fulfillment of the following four criteria without exceptions:

- All potential residents (18 years old or older) must have:
  - Positive references (from current/past employers and current/past landlords)
  - Never been evicted
  - Clean backgrounds (no criminal activity and a good credit history)
- The combined income of all potential residents must be at least three times the monthly rent

### Rental Application

In order to ensure that the above criteria are fulfilled, each member of your group (18 years old or older) must complete our rental application. The application is split into three sections: Applicant Information, Rental History, and Employment.

The rental application includes a criminal background check and credit report, both of which are generated by TransUnion SmartMove. There is a \$25.00 processing fee associated with each rental application submission. Once you submit the application and payment, you will receive an email with our decision within 1-3 business days. You can access the credit report, criminal background, and eviction reports at TransUnion's website using your login credentials. We archive these documents on our secure servers.

The rental application can be found here:

<https://freg.managebuilding.com/Resident/PublicPages/Application.aspx>

\*\* Please note: we rent our units to approved individuals on a first come, first served basis. Generally, several people/groups vie for the same unit. We rent to the first approved person/group and will not accept any application fees **submitted after we've entered into an agreement with the first approved party.**

## Lease Agreement Process

Our lease agreement process is conducted electronically. Within 1 business day of being approved, you will be emailed a lease packet specific to the particular property and unit that you are now qualified to rent and a number of supplemental materials. You'll then send the signed lease packet back to us. Members of Flounders Real Estate Group will sign and the executed lease will finally be sent back to you.

At this point in the lease agreement process, we will create your Buildium resident account, which you can access by navigating to [www.freg.info](http://www.freg.info). (Flounders Real Estate Group uses web-based software called Buildium to assist in the management of its properties. You can use Buildium to pay your rent and request maintenance and repairs on your unit.)

Your account will then be charged for the following, which must be paid **within 1 business day of Flounders Real Estate Group sending you the executed lease agreement without exceptions:**

- First month rent
- Last month rent
- Security deposit

According to the lease, you will then have one week to transfer the necessary utilities into your name. Let the utility companies know that the *start of service* should coincide with the start date of your lease. The utilities for which you are responsible will be specified in the lease packet.

On move-in day, you will receive a Welcome Packet that contains special details about your property and unit. Our typical Welcome Packet includes:

- Details on the bank account used to store your security deposit
- Step-by-step instructions for purchasing renters insurance or providing details of policies
- Tutorials on how to pay rent and request repairs using your resident account at [www.freg.info](http://www.freg.info)
- A list of expected access requests
- A list of community rules and expectations
- Suggestions for emergency preparedness

We thank you for your interest in renting from us. If you have any questions, please do not hesitate to reach out to one of property managers at [rentals@freg.info](mailto:rentals@freg.info).