



RE/MAX Horizons Property Management

1335 Creighton Rd, Pensacola FL 32504
Phone: 850-479-7558 Fax: 850-969-0067
www.floridapropertymanager.com

Application to Rent/ Resident Selection Criteria

To guarantee compliance with the Fair Housing Act, a separate application is required for each applicant over the age of eighteen (excluding dependent children) who will reside at the property. RE/MAX Horizons Property Management does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, handicap, or familial status.

The following are RE/MAX Horizons criteria for qualifying an applicant as a resident:

A NON-REFUNDABLE processing fee of \$50.00 per person and appropriate security deposit must accompany this application. **NO APPLICATION WILL BE PROCESSED WITHOUT A PROCESSING FEE AND SECURITY DEPOSIT.** Applicants will be accepted on a "first-come, first-served" basis. Security deposit will be returned to applicant if they are not approved.

A THIRD PARTY SCREENING COMPANY'S COMPUTERIZED MODEL WILL EVALUATE ALL APPLICANTS. Applicants are scored in multiple areas: income/employment, residence history, credit history, public records/past evictions and criminal background check. Applicants earn points for positive factors and points are deducted for negative factors. If an applicant is strong in multiple areas, it may compensate for being weaker in another area. If the applicant does not earn enough points for Approval, then an additional requirement may be recommended, or the application may be declined.

1. Application must be fully completed, dated, and signed.
2. Application must be reviewed at the time of submission to ensure we have all information needed to determine eligibility.
3. Applicant must provide proof of identity in the form of photo ID, i.e. Driver's license, military or state id.
4. Applicant must provide social security number or proof of permission to stay in U.S. with a visa.
5. Number of persons occupying property must be in compliance with HUD guidelines for the desired unit.
6. **DESIRED CRITERIA FOR APPROVAL:**
 - A. A satisfactory credit score from the credit bureaus.
 - B. 24-month residential history on lease or mortgage
 - C. Gross monthly income of at least three (3) times the monthly rent.
7. Income **MUST** be verified by pay stubs, LES, tax returns, bank statements, letter from government agency, letter from CPA and court decree on alimony or child support. (Attach proof of income to application)
8. If self employed, Retired or Salary Can't be verified we must receive one of the following:
 - A. Copy of most current signed tax return and W-2, 1099 or Schedule C or F.
 - B. Bank statements for the preceding six months entirety.
 - C. Letter from your bank stating the amount of deposits you have made last 6 mos.
9. **AN APPLICANT WILL AUTOMATICALLY BE DENIED IF:**
 - A. Applicant has falsified information on the application.
 - B. Applicant has been evicted or had an eviction filed in the past 3 years.

- C. Foreclosure or Bankruptcy filed or discharged in the past 24 months.
- D. Poor rental history.
- E. Application has matched in the registered sex offender database.

10. AN APPLICANT MAY BE DENIED DEPENDING ON THE CIRCUMSTANCES IF:

- A. Applicant has been convicted of any sexual related offense.
- B. Applicant has a felony or serious misdemeanor record in the past several years.

11. PETS/ ASSISTANCE ANIMALS: On units that accept pets: all pets must be at least 1 year old, weigh 20 pounds or less, and all cats must be spayed/neutered. A non-refundable pet fee will be required. There is no fee for qualified Service or ESA animals. ALL animals are required to make application and be approved through PetScreening.com regardless of status, using the following link: <https://remaxhorizonspm.petscreening.com/>

12. SMOKING POLICY: SMOKING is NOT permitted in any of our properties.

13. **Security Deposit and 1st Month's Rent must be paid by Money Order or Cashier's Check only.**

I, THE UNDERSIGNED APPLICANT, affirm the information contained in this two-page application is true and correct and authorize First Advantage Resident Screening and RE/MAX Horizons Property Management to verify all information contained in this application and investigate consumer reports, including but not limited to residential history (rental or mortgage), employment history, criminal history records, court records and credit records and authorize contact of any persons or companies listed on the application. Misstatements, whether intentional or not, may result in the denial of occupancy. I understand that due to the Fair Credit Reporting Act, that I will not be furnished a copy of my credit report from First Advantage Resident Screening or its members. I may, however, obtain a free credit report from Equifax if my application is denied for credit reasons. I also understand that this application is the property of First Advantage Resident Screening and RE/MAX Horizons Realty Property Management.

Signature of Applicant

Social Security #

Date

RE/MAX Horizons adheres to all federal, state, and local fair housing and equal opportunity laws.

For Office use Only

Rental Verification

Tenant Name: _____

Current Address: _____

Amount of Rent: _____ Is Rent in Arrears: _____

Number of late payments _____ Number of NSF's _____

Tenant has rented from _____ to _____

Any Problems with tenant: _____

Would you rent to this tenant again: _____

Name of Creditor: _____ Date: _____

Employment Verification

Tenant has worked from _____ To _____

Income amount: _____ month / year

Name of information Provider: _____ Date: _____

Application to Rent (Continued)

Applicant's Full Name: _____ Maiden Name _____ Date of Birth: _____
Social Security No.: _____ Driver's Lic. #: _____ State: _____
Phone: H: _____ C: _____ Email: _____

List names and ages of all other occupants: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Landlord/Lender: _____ Telephone: _____

Monthly Pmt: _____ From: _____ To: _____ 30-day notice given? _____ When? _____

Reason for Leaving: _____ Is landlord a Friend or Relative? Yes _____ No _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord/Lender: _____ Telephone: _____

Monthly Payment: _____ Rented from: _____ to: _____ Was 30 day notice given? _____

Reason for Leaving: _____ Is landlord a Friend or Relative? Yes _____ No _____

Pets: Y / N

Type: _____ Breed: _____ Color: _____ Sex: _____ Weight: _____ Age: _____ Name: _____

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Assistance Animals:

Type: _____ Breed: _____ Color: _____ Sex: _____ Weight: _____ Age: _____ Name: _____

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Type of Assistance: _____ Service Animal or _____ Emotional Support Animal

Do you have current letter from a medical professional for each animal? Yes / No

Car Make/Model: _____ Tag No.: _____ State: _____

Other Car Make/Model: _____ Tag No.: _____ State: _____

Do you have any RV, boats, or trailers? Please list: _____

Current Employer: _____ Address: _____ Phone: _____

Supervisor: _____ Your Position: _____

Time Employed: _____ to: _____ Full-time _____ Part-time _____ Salary: _____ per _____

Previous Employer: _____ Address: _____ Phone: _____

Supervisor: _____ Your Position: _____

Time Employed: _____ to: _____ Full-time _____ Part-time _____ Salary: _____

Other Sources of income: Please provide source, and amount, and attach documentation:

Personal Reference: _____ Address: _____ Telephone: _____

Nearest Living Relative: _____ Address: _____ Telephone: _____

In Emergency Notify: _____ Relationship: _____

Address: _____ Telephone: _____

Have you ever broken a lease? _____ If so, please specify _____

Have you ever declared bankruptcy? _____ If so, please specify _____

Have you ever had an eviction filed against you? _____ If so, please specify _____

Have you ever been adjudicated guilty of a felony? _____ If so, please specify _____

Have you ever been convicted of a misdemeanor? _____ If so, please specify _____

Have you ever refused to pay rent? _____ If so, please specify _____

Which Unit are you applying for: _____

Did an Agent show this property to you? _____ If so, who is the Agent? _____

How did you hear about this property? _____

Anticipated move-in: _____

Applicant's Signature : _____ Date: _____

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