



RE/MAX Horizons Property Management

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

PLEASE NOTE: AT LEAST ONE ADULT IN THE HOUSEHOLD MUST PHYSICALLY VIEW THE INTERIOR OF THE PROPERTY PRIOR TO MAKING APPLICATION.

Application to Rent/Resident Selection Criteria

Thank you for your interest in this property. We'd like to take this opportunity to let you know a little bit about our application process, since we do things a little differently from other property managers: Applications will not be accepted or processed until all required documentation is provided by all parties. While Applications may be completed either online or on paper, all monies must be delivered to our office before any applications can be considered accepted and be processed. Once we accept an application or group of applicants, we freeze everything. We stop showings, and we do not accept any other applications until those screenings are fully processed and declined or withdrawn, placing the property back on the market. PLEASE CALL 850-479-7558 TO MAKE SURE THE PROPERTY IS STILL AVAILABLE.

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 based on age, race, color, creed, religion, sex, national origin, handicap, or familial status.

To simplify the process and reduce delays, we encourage all applicants to fill out their application online, uploading all necessary documents, THEN bring the required funds to our office. This may be done using the link on each available property at www.RentinPensacola.com. A NON-REFUNDABLE Application fee of **\$65.00** per person, or for Active-Duty Military **\$45.00** per person, and the listed security deposit must be delivered to our office at time of application. **NO APPLICATION WILL BE ACCEPTED or PROCESSED WITHOUT FULLY COMPLETED APPLICATION(S), THE APPLICATION FEES AND SECURITY DEPOSIT (paid by separate cashier's check or money order), COPY OF DRIVERS LICENSE/VALID PHOTO ID AND PROOF OF INCOME.** Applicants will be accepted on a "first-come, first-served" basis. The security deposit will be returned to the applicant(s) if not approved. An initial lease processing fee of \$50 is assessed for all leases, and is due at move-in.

A THIRD-PARTY SCREENING COMPANY'S COMPUTERIZED MODEL WILL EVALUATE ALL APPLICANTS. Applicants are scored in multiple areas: ID verification, income/employment, residence history, credit history, public records/past evictions, and criminal background checks. 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 areas. If the applicant does not earn enough points for Approval, an additional requirement may be recommended, or the application(s) may be declined. Guarantors or Co-Signors may be considered on a case-by-case basis.

1. Application must be fully completed, dated, and signed. APPLICATIONS FROM ALL PARTIES MUST BE SUBMITTED TOGETHER BEFORE PROCESSING.
2. Applications will be reviewed at the time of submission to ensure we have all the information needed to determine eligibility.
3. Each applicant must provide photo ID as proof of identity, i.e. Driver's license, military ID, state ID or Passport.
4. Applicant must provide a valid social security number or proof of permission to stay in the U.S. with a current visa.

5. The number of people occupying the property must comply with HUD guidelines for the desired unit.
6. DESIRED CRITERIA FOR APPROVAL:
 - A. A satisfactory credit score from the credit bureaus.
 - B. 36-month residential history on lease or mortgage (friends or relatives may be excluded).
 - C. Gross monthly income of at least three (3) times the monthly rent (all applicants combined).
7. Income MUST be verified by pay stubs, LES, tax returns, bank statements, letters from government agencies, letters from CPA, and court decree on alimony or child support. (Upload or 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. **Personal** Bank statements for the preceding six months entirely.
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 violent, drug or sexual-related offense.
 - B. Applicant has a felony or serious misdemeanor record in the past several years.
11. ALL tenants must complete a profile with PETSSCREENING.COM—There is no cost for “No Pet” Profiles, or for qualified Service or ESA animals, but there is an annual fee for Pet profiles with Petscreening.com. The link is: <https://remaxhorizonspm.petscreening.com/>

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. The owner charges a one-time non-refundable pet fee, which is due prior to move-in and can vary in amount by property. There is no pet fee for qualified Service or ESA animals. ALL animals are required to make an application and be approved through PetScreening.com regardless of status, and be renewed annually, using the following link: <https://remaxhorizonspm.petscreening.com/>
12. SMOKING POLICY: SMOKING is NOT permitted in any of our properties.
13. **Upon approval and due at move-in:** Processing Fee of \$50, First's months' Rent, and Pet Fee in Certified Funds or Money Orders, as well as proof of Renters insurance and completed/approved PetScreening.com Profile.

I, THE UNDERSIGNED APPLICANT, affirm the information contained in this four-page application is true and correct and authorize Appfolio 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, I will not be furnished a copy of my credit report from Appfolio or its members. I may, however, obtain a free credit report from Experian if my application is denied for credit reasons. I also understand that this application is the property of Appfolio 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.

Application to Rent (Continued)

Which Unit are you applying for: _____ Anticipated move-in Date: ___/___/___

First: _____ Middle: _____ Last: _____ Suffix: _____ Date of Birth: _____

Email: _____ Phone: Cell: _____ Home: _____

Driver's Lic. #: _____ State: _____ Social Security No: _____

Names and ages of all other occupants Adults: _____

Minors names & dates of birth: _____

Pets: Y / N

Name: _____ Type/Breed: _____ Weight: _____ Age: _____

Name: _____ Type/Breed: _____ Weight: _____ Age: _____

Assistance Animals:

Name: _____ Type/Breed: _____ Weight: _____ Age: _____

Name: _____ Type/Breed: _____ Weight: _____ Age: _____

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

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

Vehicle Make: _____ Model: _____ Year: _____ Color: _____ Tag No: _____

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

Current Address: _____ City: _____ State: _____ Zip: _____

Monthly Payment: _____ Rented from: _____ to: _____ Reason for Leaving: _____

Landlord/Lender: _____ Phone: _____ Email: _____

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

Monthly Payment: _____ Rented from: _____ to: _____ Reason for Leaving: _____

Landlord/Lender: _____ Phone: _____ Email: _____

Personal Reference Name: _____ Relationship: _____

Phone: _____ Address: _____ City/State/Zip _____

In Emergency Notify: _____ Relationship: _____

Phone: _____ Address: _____ City/State/Zip _____

Current Employer: _____ Phone: _____ Address: _____

Your Position: _____ Years Worked: _____ Monthly Income: _____

Supervisor name: _____ Email: _____

Previous Employer: _____ Phone: _____ Address: _____

Your Position: _____ Years Worked: _____ Monthly Income: _____

Supervisor name: _____ Email: _____

Other Sources of income: Retirement, dividends, alimony, child support etc? Please provide source, monthly amount, and attach

documentation: _____

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

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

Have you ever filed suit against a landlord? _____ If so, please specify _____

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

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

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

Do you have a waterbed, aquarium or water filled furniture? _____ If so, please specify _____

Are you a smoker? _____ If so, please specify _____

How did you hear about this property? _____

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

Renters Insurance Provider (if known): _____ Address: _____

Policy Number: _____ Telephone: _____ Effective Date: _____

If Lessee fails to purchase Renter's Insurance that complies with the Lease Addendum or at any time allows such Renter's Insurance to lapse in breach of the Lease Agreement and Addendum, Lessor may purchase LLIP without notice and add the total cost associated therewith to Lessee's monthly rent payment.

The total cost to the Lessee for the Lessor obtaining force-placed LLIP shall be equal to the actual monthly premium charge to the Lessor, currently Ten Dollars and Fifty Cents (\$10.50), subject to no monthly proration, including any premium taxes and fees due to governmental bodies, plus a monthly Administration Fee in the amount of Four Dollars and Fifty Cents (\$4.50) to be retained by the Lessor for processing and handling.

Applicant's Signature: _____ Date: _____

Security Deposit, 1st Month's Rent, Processing Fee and Pet Fees must be paid by Money Order or Cashier's Check only.



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