



4710 N W Street

Pensacola, FL 32505

Phone: 850.435.8904 - Fax: 850.435.8903

Info@pensacolarentalproperties.com

STATEMENT OF RENTAL POLICY

Thank you for choosing us for your rental needs. The following policies have been implemented for application approval.

PLEASE MAKE SURE YOU MEET ALL MINIMUM RENTAL CRITERIA BEFORE TURNING IN APPLICATION

Equal Opportunity Housing Provider

- Fully comply with the Federal Fair Housing Act
- Not to discriminate against any person because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability (mental and physical, including HIV / AIDS diagnosis), medical condition or age
- In full compliance with all State and Local Fair Housing Laws

Application Process

Process for determining acceptance or denial of a rental application

- Each applicant 18 years or older must submit a separate application
- There is a **nonrefundable** \$40.00 fee per applicant. This must be paid by cash, money order or cashier's check. .
- Applicants must authorize a credit and criminal background check
- Provide Photo Identification
- Provide Written Verification of Income

Minimum Rental Criteria

Income

- Net (**Bring Home**) monthly income must be at least **3 times** the amount of the monthly rent. (**DEBIT TO INCOME ALSO CONSIDERED**)
- All income must be verified. Payroll - copies of your last 2 pay stubs (4 pay stubs if paid weekly). If you are self-employed you must furnish a copy of your most recent tax return and two (2) months bank statements.

Credit and Criminal Background Check

- A credit report will be run. Credit worthiness and payment histories will be assessed
- **Debt to income ratio is also considered**
- No Evictions, no owing landlords or utilities such as Gulf Power.
- A criminal report will be run. Any Felony criminal activity may affect your application's acceptance

Rental History

- Verifiable rental references with at least 12 months verifiable history

Additional Security Deposit

- If above criteria is not met, in some situations a larger security deposit and last month's rent may be required. This option is a consideration not an automatic acceptance.

Approved//Declined

- Once application is completed, **including verification of rental references**, we will notify you within 24 hours of our decision. (Please note, we do not control the time frame of which rental references are completed)
- If approved we will hold the property until the end of the next business day. You will have that time to bring in the security deposit and sign lease. The security deposit should be in the form of cash, money order or cashier's check. The move in date must be within two (2) weeks of the property's availability.

The above criteria is subject to change without notice and due to individual circumstances

- Each adult (18 or older) must fill out a separate application
- There is a non-refundable fee of \$40/per adult to apply

Please Print Clearly

Property/Unit you are applying for	Rent Amount	Security Deposit	Anticipated Move in date	Move in Special

PERSONAL INFORMATION

First	Middle	Last	Birth Date
Social Security #		Driver's License #	
Any Other Names You've Used In The Past		Home Phone	Cell Phone
Email Address		Work Phone	Fax Phone
All Other Proposed Occupants		Birth Date	Relationship To Applicant

RENTAL/RESIDENCE HISTORY

	Current Residence (Must Be Filled Out)	Prior Residence
Street Address		
City/State/Zip		
Rent/Mortgage Amount		
Owner/Manager Name		
Is Owner/Manager a Relative or Friend?		
Phone Number		
Fax Number		
Reason for leaving		
Is/Was rent paid in full?		
Did you give notice?		
Were you asked to move? If yes, why?		
	From/To	From/To
Dates of Residency		

EMPLOYMENT HISTORY

	Current Employment	Prior Employment
Employed By		
Address		
City/State/Zip		
Employer's Phone		
Occupation/Title		
Name of Supervisor		
Monthly NET Pay (Bring Home)		
	From/To	From/To
Dates of Employment		

PETS

	Pet #1	Pet #2
Type		
Breed		
Weight		
Age		

VEHICLES

Make	Model	Color	Year	License Plate

REFERENCES & EMERGENCY CONTACTS

	Personal Reference #1	Personal Reference #2	Emergency Contact-Not Living w/you
Name			
Street Address			
City/State/Zip			
Phone Number			

By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you.

GENERAL INFORMATION – WRITE BELOW YELLOW FIELDS

Have you ever been served a late rent notice?	Have you ever willfully refused to pay rent/mortgage when due?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	How did you hear about our rental?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?	Have you been foreclosed upon in the past seven (7) years? If so, when?	

List any verifiable sources and amounts of income you wish to have considered (optional-proof required):

Additional Information
(Please provide any additional information that might help us to evaluate the application)

We will run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a rental unit and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the unit. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope. I have also read the GRC Statement of Rental Policy and agree I meet the minimum qualifications.

Signature: _____

Date: _____

CREDIT RELEASE FORM

For

GRC Property Management, LLC

I verify that all the information contained in the preceding application is true and includes a complete representation of all material facts as of this date. In addition, I give permission to GRC Property Management, LLC, Coordinator, and/or staff to request and receive information required to verify employment, rental history, credit accounts, and all other information necessary to complete the application, including, but not limited to, maintenance of account.

(Please Print Clearly)

Applicant Name

Social Security Number

Street Address

City, State, and Zip Code

Date of Birth

Driver's License/ID Number

Telephone Number

Applicant Signature

Date