

To guarantee compliance with Federal Fair Housing Acts, a separate application is required for each applicant over the age of eighteen (18) who will reside at the property. Applicants will **NOT** be accepted on a “first come first served” basis.

Phoenix Realty NWFL, LLC does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, handicap, familial or military status.

A \$50 per person, non-refundable processing fee must accompany each application. Application fees must be paid by money order or cash. NO APPLICATION WILL BE PROCESSED WITHOUT A PROCESSING FEE!

1. All applications must be fully completed, dated, and signed.
2. Reliable documentation and telephone numbers of all income sources must be provided, no exceptions.
 - A. If employed, you will need a copy of your most current pay stub, letter from employer or last year’s W-2.
 - B. If self-employed, you need to furnish copies of last two (2) years tax returns, and a statement of current year’s income.
 - C. Other income (ex. Retirement, AFCD, SSDI, Alimony, Child Support) must have reliable documentation if you are using this income to qualify for the monthly rent
3. Photo I.D. is required.
4. Family size must be compliance with the available unit per HUD guidelines.
5. Applicant may be denied occupancy for the following reasons:
 - A. Falsification of application
 - B. Incomplete application
 - C. Poor rental history profile:
 1. Non-payment of rent or repeated late payments of rent
 2. Eviction
 3. A history of violence to persons or property, destructive behavior, or a felony within 5 years
 4. A history of poor or unsanitary housekeeping
 5. A history of drug related activity by any household member
 - E. Poor personal references
 - F. Poor credit history
 - G. Lack of demonstrated ability to live independently
 - H. Documented Criminal Record - if arrest record exists within five (5) years, applicant must provide written verification from proper authorities as to the final disposition of guilt or innocence on any prior criminal charges
6. All PETS must be approved by the owner or Phoenix Realty NWFL, LLC. If a pet is allowed, a pet deposit will be required per pet. This deposit allows you the right to have only APPROVED pets on the premises. In addition to pet deposit, tenant is responsible for a monthly pet fee which covers pest control. Tenant is responsible for all damages caused by pets. Upon termination of lease, tenant is required to exterminate for fleas and have carpets professionally cleaned by a licensed carpet cleaner.
7. If approved, a deposit must be paid within 1 day after approval in “clear funds”, I.E. cashiers check, money order or cash. This deposit will hold the property for no more than 14 days. If applicant defaults on renting the property at the agreed time, applicant agrees that they will forfeit their deposit. Once a lease is signed, this deposit will become the security deposit for the home.
8. If approved, the first month’s rent, any prorated rent, security/pet deposits must be paid prior to occupancy in “clear funds”, I.E. cashiers check, money order or cash. Proof must be provided that all utilities have been transferred into tenant’s name prior to occupancy.
9. I understand that if I am renting property in a flood zone, I will make all prudent efforts to secure said property before any declared storm. I will report back any damage caused by said storm and I will cooperate with any insurance claim that may arise.

I the undersigned Applicant, affirm the information contained in this application is true and correct and I authorize Phoenix Realty NWFL, LLC or a credit reporting agency to verify all information contained in this application. Misstatements, either false or incidental shall be deemed reason for denial of occupancy. I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from Phoenix Realty NWFL, LLC I also understand if I rent from Phoenix Realty NWFL, LLC, and I fail to fulfill my obligations, a negative report may be submitted to a credit reporting agency and/or collection agency. Further I understand this application is the property of Phoenix Realty NWFL, LLC

Signature of Applicant / Date

Property Address

Requested Move-in Date

Phoenix Realty NWFL, LLC
3298 Summit Blvd, STE 22H2
Pensacola, FL 32503

ATTN: Bob Briscoe, Realtor
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