



# Realty Masters of FL Application for Residency

4400 Bayou Blvd, Ste 58-B, Pensacola, FL 32503

Phone: 850-473-3983 / Fax: 850-473-3975

Complete Application Online [www.PensacolaRealtyMasters.com](http://www.PensacolaRealtyMasters.com)

Email Supporting Documents to [Leasing@PensacolaRealtyMasters.com](mailto:Leasing@PensacolaRealtyMasters.com)

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**THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY ARE PROCESSED BY REALTY MASTERS OF FL AND WILL BE TREATED EQUALLY AND FAIRLY. Realty Masters of FL is an Equal Opportunity Housing provider and does not discriminate on the basis of race or color, age, religion, sex, national origin, familial status, or disability.**

## APPLICANTS AND APPLICATION FEE

Complete applications will be processed in the order received. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. If you do not, we do not recommend that you apply.

- Each person 18 years of age or older, that will reside in the property, must complete an application.
- Each applicant must provide proof of identity with a valid state issued photo ID or passport.
- There is a \$50.00 **non-refundable** application fee per applicant and a \$35.00 **non-refundable** application fee per applicant for active duty military and spouse. APPLICATION FEES ARE ACCEPTED IN PERSON WITH CASH OR MONEY ORDER. NO PERSONAL CHECKS. Credit or debit card payments are accepted online only.
- The acceptance of a co-signer is not normal policy and is subject to approval or denial by the owner on a case by case basis. If a co-signer is allowed by the owner, the co-signer must apply.
- **Your application will not be considered without a complete and signed application for each adult over the age of 18 as well as a valid photo ID, most recent month's verifiable proof of income, an application fee for each applicant, and photos of any animals residing in the property. Include these items with your application so your application can be considered complete. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Incomplete applications, as well as applications with false information, will not be considered.

## CRITERIA FOR APPROVAL

The following criteria has been established for approval. All applicants must meet these criteria. Where there are co-applicants, owner may deny all applicants based on one or more co-applicants' failure to pass criteria.

- 1) **Credit score of 600 or higher is required.** A credit inquiry will be made. Credit history must not contain judgments, history of late payments, or collections within the past year. Liens and bankruptcy within the last 2 years and eviction filings and foreclosures within the last 3 years. These will be grounds for disqualification.
- 2) **A minimum of one (1) year residential history is required.** Rental references from relatives or friends may not be considered. Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise or illegal activities, no unpaid NSF checks, no damage to the unit caused by either the tenant(s) or animal(s), and no outstanding monies owed to landlord. Unsatisfactory reported information is grounds for disqualification.
- 3) **Applicants' combined gross monthly income must be three (3) times the amount of the monthly rent.** Applicant must provide one month of their most recent paystubs. Self-employed applicants must provide their most recent personal tax return and three (3) months of personal bank statements. All income must be verifiable and documented in order to be considered. If you have received a raise that has not yet taken effect, if you are relocating to the area for a new job, or if you are transferring with your current employer to the area, please provide the official signed acceptance letter. This letter must include your start date and your income details. This must be on company letterhead and signed by the employer. In addition to this letter, you will need to provide your most recent one month of pay stubs from your current job. This information will be taken into consideration and is subject to owner approval.
- 4) A background check will be completed on each applicant.

**PETS AND ASSISTANCE ANIMALS**

- **Pets are accepted on a case by case basis** with owners’ approval and a \$250 non-refundable pet fee per pet. It is the sole discretion of the owner to approve or deny for any reason a pet request by the tenant. The owner may request additional pet fees or pet rent at their discretion. In order for your pet(s) to be considered, you must complete the pet section on the application and supply current photos.
- **Due to insurance regulations, animals we cannot accept include, but are not limited to:** Doberman Pinschers, German Shepherds, Pit Bulls, Chows, Rottweilers, Siberian Huskies, Alaskan Malamutes, American Bull Terrier, American Staffordshire or Bull Terriers, English Bull Terriers, Korean Jindos, Presa Canarias, Hybrid or Purebred Wolves, or Coyotes and Wild Dogs or any other aggressive breed or **mix of an aggressive breed**. These policies do not apply to assistance animals.

**Assistance animals are welcome with proper documentation** from a medical professional or reliable third party. See our Assistance Animal Policy for more information regarding assistance animals.

**NON-REFUNDABLE APPLICATION FEE**-Applicant(s) has paid to Landlord and/or management company herewith the sum of \$50 per adult; \$35 per adult for active duty military and spouse as a NON-REFUNDABLE APPLICATION FEE for costs, expenses and fees associated with processing the application.

**APPROVAL:**

Once approved, applicant must immediately sign lease. A \$50 administrative fee and holding fee must be paid with certified funds within 24 hours. Realty Masters does not take the property off the market until a holding fee is paid.

**HOLDING FEES AND SECURITY DEPOSIT: Holding Fees are required to be paid within twenty-four hours after a completed application has been approved. Failure to pay this will result in your application being denied.** If Applicant has deposited a HOLIDNG FEE, the dwelling will be taken off the rental market. This holding fee is not a security deposit. However, it will be credited toward the required security deposit when the Lease Agreement is signed by all parties. **If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval is communicated to applicant, or fails to take possession after the lease is signed and the lease term begins, the FULL HOLDING FEE OR SECURITY DEPOSIT, if applicable, shall be forfeited to the Landlord or Management.** INITIAL #1 \_\_\_\_\_ #2 \_\_\_\_\_

**CONDITIONS OF MOVE IN**

- If the property is still occupied when the lease is signed, the lease must start no later than 14 days after tenants vacate. If a property is vacant when the lease is signed, the lease must start no later than 10 days from the date the lease was signed.
- **All move in funds are to be paid in certified funds payable to Realty Masters. Holding fees, \$50 Administrative Fee, first (1<sup>st</sup>) full month’s rent, and any applicable pet fees are to be paid in cashier’s check or money order only.** Proof of all utilities being transferred as of the date of possession is also required before keys are provided - **NO CASH, PERSONAL CHECKS, and DEBIT OR CREDIT CARDS.** Prorated rent, if applicable, is due the first day of the following month. Tenants moving in on the 25<sup>th</sup> or later require payment of prorated rent, as well as the full first month’s rent, at the time of move in.
- Applicant has read the lease and all addendums and agrees to its terms upon completing application. A copy of the Realty Masters lease can be found on our website.

**CURRENT REALTY MASTERS RESIDENTS**

If you currently lease a home through Realty Masters, we will gladly waive your application fee. However, a new application with all requested documentation must be submitted and processed. Tenants must meet all criteria set forth to qualify. A new holding fee and new pet fees, if applicable, must be paid at the time of lease signing.

**CONDITIONAL APPROVALS AND EXCEPTIONS TO POLICIES**

Any exceptions to our policy will need to be submitted in writing for presentation to the owner for consideration. If approval is then given for such exceptions, additional holding fees, co-signers, and/or additional advance rental payments may be required. Our company policy is to report all non-compliance with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

From time to time, we encounter individuals that are not a fit for our standards of professional conduct. In these cases, we invite them to consider another property management company or landlord to serve their housing needs. We exercise the discretion and right to refund your application fee and holding fee and wish you well in your shopping for a new residence should this situation occur.

**VIEWING PROPERTY BEFORE RENTING AND RENTING SIGHT UNSEEN**

We strongly encourage everyone to view the property prior to submitting an application. If applicant is not in the area to view, we can work closely with a friend, co-worker, or sponsor to view the home for you. **If you choose to lease a house sight unseen, you will be required to sign a sight unseen addendum. If you are out of the area, we strongly suggest you have a representative view the home in your absence and complete neighborhood research prior to applying or entering into a lease. Any application fees, holding fees, rent, and/or pet fees are nonrefundable should you decide you do not to move forward.**

- Have you viewed the home in person:  Yes  No
- Have you read the criteria?  Yes  No

**ACKNOWLEDGEMENT OF APPLICATION FOR RESIDENCY POLICIES**

I/we understand that everyone 18 years or older that will be living at the property must complete an application and provide necessary documentation before my application can be considered complete and processed. By signing below, I/we agree that I/we have read and agree to the Application for Residency policies and attest all information presented to be true and accurate. I/we authorize my application to be processed once completed:

_____	_____	_____
Applicant #1 Signature	Date	Print Name Clearly
_____	_____	_____
Applicant #2 Signature	Date	Print Name Clearly

**APPLICATION AUTHORIZATION & CONSENT FOR RELEASE OF INFORMATION**

Applicants represent that all of the statements and representations submitted to Realty Masters during the application process are true and complete, and hereby authorize verification of the above references and credit records. Applicant understands that an investigative consumer report including information about any character, credit history, general reputation, personal characteristics, standard of living, and all public record information including criminal records, may be made. Applicant authorizes verification of all information by Realty Masters. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

Applicant agrees that false, misleading, or misrepresented information may result in the application being rejected, and will void the lease/rental agreement if any, and/or be grounds for immediate eviction with loss of all holding fees or security deposits if applicable, and any other penalties as provided by the lease terms if any.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.

_____	_____	_____
Applicant #1 Signature	Date	Print Name Clearly
_____	_____	_____
Applicant #2 Signature	Date	Print Name Clearly

Appl. #1 Appl. #2 (Please X if attached) I/we have included the following documents with my/our application(s)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Copy of Photo ID
- Most recent full month proof of income or 3-months bank statements & tax return if self-employed
- Documented sources of any and all income to be used in consideration for approval
- A \$50 application fee per adult (\$35 active duty military & spouse)
- Photos of any animals residing in the property and/or assistance animal documentation, if required

PROPERTY AND CRITERIA INFORMATION	
Property Applying for:	Desired Move In Date:
Did you view the property in person? $\Delta$ Yes $\Delta$ No Video $\Delta$ Yes $\Delta$ No	Were you referred by someone?
Do you believe you meet all the criteria as outlined? $\Delta$ Yes $\Delta$ No Explain:	

CO-APPLICANTS - ALL ADULTS OVER THE AGE OF 18 MUST COMPLETE APPLICATION AND SUBMIT DOCUMENTS	
Are you applying with other occupants? $\Delta$ Yes $\Delta$ No If yes, complete:	Name:
Name:	Name:
Name:	Name:

CHILDREN OCCUPYING THE PREMISES FOR ALL OCCUPANTS			
Total number of children living with you under age of 18?		<i>*Children living at home above the age of 18 will need to apply.</i>	
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

APPLICANT 1 INFORMATION -Must supply copy of driver's license	
Applicant Name :	Alias or Maiden Name:
Date of Birth:	Social Security #:
Driver's License #:	State: Expires:
Best Phone #:	E-mail:
Auto Year: Make: Model:	State/License plate #:

RESIDENCY INFORMATION – Must provide landlord contact info if applicable	
Current Address:	City, State, Zip:
Do you: $\Delta$ Rent $\Delta$ Own Since when?	Current Rent: \$
Landlords Name: Phone #	Email:
Reason for leaving:	How long at this address?
Have you given notice to vacate? $\Delta$ Yes $\Delta$ No	Move out date:
Do you have renter's insurance? $\Delta$ Yes $\Delta$ No	If No, will you get renter's insurance? $\Delta$ Yes $\Delta$ No

PREVIOUS RESIDENCY INFORMATION	
Previous Address:	City, State, Zip:
Landlords Name: Phone #	Email:
How long at this address?	Reason for leaving:

CREDIT INFORMATION – Each applicant must have credit score at 600 or higher	
Will your credit score be above the acceptable minimum score of 600? $\Delta$ Yes $\Delta$ No $\Delta$ Unsure	
If no, please explain:	

INCOME INFORMATION –Must provide 1 month's proof of income or tax return & 3 months bank statements		
Are you self-employed? Explain:		
Employer:	How long at job?	Phone #
Monthly Income: \$	Position:	Other Income: \$

Explain any other income:	
What is your total household monthly income?	Does it equal 3x monthly rent? <b>Δ Yes Δ No</b>
Do you have a checking account? <b>Δ Yes Δ No</b>	Average monthly balance:
Previous Employer: _____ How long at job? _____	Phone #: _____
<b>If Military</b> , are you authorized to live off base? <b>Δ Yes Δ No</b>	<b>If Military</b> , what type of orders do you have? <b>Δ PCS Δ TDY</b>

**REFERENCES & EMERGENCY CONTACT**

Personal Reference Name:	Address:
Relationship to you:	Phone #:
Emergency Contact Name:	Address:
Relationship to you:	Phone #:

**APPLICANT 1, PLEASE ANSWER THE FOLLOWING**

Have you ever had an eviction? <b>Δ Yes Δ No</b> When?	Have you had a foreclosure? <b>Δ Yes Δ No</b> When?
Have you ever willfully and intentionally refused to pay any rent when due? <b>Δ Yes Δ No</b> Explain:	
Have you ever been served with a notice of non-compliance? <b>Δ Yes Δ No</b> Explain:	
Do you owe any landlords outstanding balances? <b>Δ Yes Δ No</b> Explain:	
Have you ever filed a petition of bankruptcy? <b>Δ Yes Δ No</b> If yes, when and what type?	
Do you plan to run a business in the residence? <b>Δ Yes Δ No</b> Please explain:	
Have you or any members of your household ever been convicted of, plead guilty or no contest to, any felony criminal offense or had any felony criminal offense other than a traffic infraction with a disposition other than by acquittal or a finding of not guilty? <b>Δ Yes Δ No</b>	
Have you or any members of your household ever been convicted of, plead guilty or no contest to, a felony for manufacturing, selling, and/or distributing drugs, causing bodily harm to another, or property crimes including but not limited to arson or property damage within the past seven (7) years? <b>Δ Yes Δ No</b>	
Have you or any members of your household ever been convicted of, plead guilty or no contest to a sexual related offense or are a registered sex offender? <b>Δ Yes Δ No</b>	
<b>If yes to any of the foregoing</b> , please provide written details for each conviction showing what court in which the plea or verdict was entered and include the charges you were convicted of, pled guilty or no contest to, the date of such conviction, and describe the punishment given. _____	
_____	
Are you currently on probation or parole? <b>Δ Yes Δ No</b> Please provide written details for any additional information or explanation as to the circumstance surrounding such conviction or efforts of rehabilitation, if applicable, that you want to provide. Failure to provide the written specifics will result in your application being incomplete and therefore, will not be processed.	

**APPLICANT #1 PET INFORMATION– photos must be provided of each pet**

Do you have pets? <b>Δ Yes Δ No</b>	Total number of pets in your household?
Type: _____ Breed: _____ Color: _____	Name: _____ Age: _____ Weight: _____
Type: _____ Breed: _____ Color: _____	Name: _____ Age: _____ Weight: _____
Type: _____ Breed: _____ Color: _____	Name: _____ Age: _____ Weight: _____
Type: _____ Breed: _____ Color: _____	Name: _____ Age: _____ Weight: _____
Are your pets registered with the city/ county? <b>Δ Yes Δ No</b>	Are your pets up to date on vaccines? <b>Δ Yes Δ No</b>

**ASSISTANCE ANIMAL APPLICANT #1**

Do you have a service or emotional support animal? <b>Δ Yes Δ No</b> If yes, <b>Δ Service Animal Δ Emotional Support Animal</b>					
Type: _____	Breed: _____	Color: _____	Name: _____	Age: _____	Weight: _____
Type: _____	Breed: _____	Color: _____	Name: _____	Age: _____	Weight: _____
<b>If yes</b> , do you have a letter from a medical professional or reliable third party to provide with application? <b>Δ Yes Δ No</b>					

If you have additional applicant, please continue on to the next page.

**APPLICANT 2 INFORMATION - Must supply copy of driver's license**

Applicant Name:	Alias or Maiden Name:
Date of Birth:	Social Security #:
Driver's License #:	State: Expires:
Best Phone #:	E-mail:
Auto Year: Make: Model:	State/License plate #:

**CURRENT RESIDENCY INFORMATION - Must provide landlord contact info if applicable**

Current Address:	City, State, Zip:
Do you: <b>Δ Rent Δ Own</b> Since when?	Current Rent \$
Landlords Name: Phone #:	Email:
Reason for leaving:	How long at this address?
Have you given notice to vacate? <b>Δ Yes Δ No</b>	Move out date:
Do you have renter's insurance? <b>Δ Yes Δ No</b>	<b>If No</b> , will you get renters insurance? <b>Δ Yes Δ No</b>

**PREVIOUS RESIDENCY INFORMATION**

Previous Address:	City, State, Zip:
Landlords Name: Phone #	Email:
How long at this address?	Reason for leaving:

**INCOME INFORMATION – Must provide 1 month's proof of income or tax return & 3 months bank statements**

Present Employer: How long at job?	Phone #:
Monthly Income: \$ Position:	Other Income: \$
Are you self-employed? Explain:	
Explain any other income:	
What is your total household monthly income?	Does it equal 3x monthly rent? <b>Δ Yes Δ No</b>
Do you have a checking account? <b>Δ Yes Δ No</b>	Average monthly balance:
Previous Employer How long at job?	Phone #:
<b>If Military</b> , are you authorized to live off base? <b>Δ Yes Δ No</b>	<b>If Military</b> , what type of orders do you have? <b>Δ PCS Δ TDY</b>

**CREDIT INFORMATION – Each applicant must have credit score at 600 or higher to be approved**

Will your credit score be above the acceptable minimum score of 600? <b>Δ Yes Δ No Δ Unsure</b>
If no, please explain:

**REFERENCES & EMERGENCY CONTACT**

Personal Reference Name:	Address::
Relationship to you:	Phone #:
Emergency Contact Name:	Address:
Relationship to you:	Phone #:

**APPLICANT 2, PLEASE ANSWER THE FOLLOWING**

Have you ever had an eviction? <b>Δ Yes Δ No</b> When?	Have you had a foreclosure? <b>Δ Yes Δ No</b> When?
Have you ever willfully and intentionally refused to pay rent when due? <b>Δ Yes Δ No</b> Explain:	
Have you ever been served with a notice of non-compliance? <b>Δ Yes Δ No</b> Explain:	
Do you owe any landlords outstanding balances? <b>Δ Yes Δ No</b> Explain:	
Have you ever filed a petition of bankruptcy? <b>Δ Yes Δ No</b> <b>If yes</b> , when and what type?	
Do you plan to run a business in the residence? <b>Δ Yes Δ No</b> Please explain:	

Have you or any members of your household ever been convicted of, plead guilty or no contest to, any felony criminal offense or had any felony criminal offense other than a traffic infraction with a disposition other than by acquittal or a finding of not guilty?

**Δ Yes Δ No**

Have you or any members of your household ever been convicted of, plead guilty or no contest to, a felony for manufacturing, selling, and/or distributing drugs, causing bodily harm to another, or property crimes including but not limited to arson or property damage within the past seven (7) years? **Δ Yes Δ No**

Have you or any members of your household ever been convicted of, plead guilty or no contest to a sexual related offense or are a registered sex offender? **Δ Yes Δ No**

**If yes to any of the foregoing**, please provide written details for each conviction showing what court in which the plea or verdict was entered and include the charges you were convicted of, pled guilty or no contest to, the date of such conviction, and describe the punishment given. \_\_\_\_\_

Are you currently on probation or parole? **Δ Yes Δ No** Please provide written details for any additional information or explanation as to the circumstance surrounding such conviction or efforts of rehabilitation, if applicable, that you want to provide. Failure to provide the written specifics will result in your application being incomplete and therefore, will not be processed.

**PET INFORMATION APPLICANT #2– photos must be provided of each pet**

Do you have pets? <b>Δ Yes Δ No</b>			Total number of pets in your household?		
Type:	Breed:	Color:	Name:	Age:	Weight:
Type:	Breed:	Color:	Name:	Age:	Weight:
Type:	Breed:	Color:	Name:	Age:	Weight:
Are your pets registered with the city/ county? <b>Δ Yes Δ No</b>			Are your pets up to date on vaccines? <b>Δ Yes Δ No</b>		

**ASSISTANCE ANIMAL APPLICANT #2**

Do you have a service or emotional support animal? <b>Δ Yes Δ No</b> If yes, <b>Δ Service Animal</b> <b>Δ Emotional Support Animal</b>					
Type	Breed	Color	Name	Age	Weight
Type	Breed	Color	Name	Age	Weight
<b>If yes</b> , do you have a letter from a medical professional or reliable third party to provide with application? <b>Δ Yes Δ No</b>					