

**Old South Properties, Inc.**  
6218 North 9<sup>th</sup> Avenue  
Pensacola, FL 32504 850-478-8845

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**Property Management • • • Renting Pensacola One Yard at a Time**

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**\*\*RENTAL PROCESS AND APPLICATION DISCLOSURE\*\***

We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation and our community; therefore, we encourage and support the Fair Housing Act which removes any barriers to obtaining housing because of race, color, religion, sex, handicap, military status, familial status, marital status, or national origin.

**Application Processing and Time Frame**

- Completed applications are required from every adult, over the age of 18, who will be occupying the home.
- Processing takes 2 to 3 days.
- Approval of homeowner/condo associations may require some applications to take longer.
- Some condo associations require a separate application and fee for final approval.
- No rental property will be held vacant for more than 2 weeks, unless approved by OSP.
- A non-refundable \$55 application fee per adult.

**Resident Selection Criteria** - Old South Properties, Inc., utilizes Findigs, a third-party screening company to complete landlord verifications and TransUnion to complete credit checks and background checks for pre-qualification purposes. Applicants are responsible for disputing any information they believe is incorrect regarding credit, criminal, or eviction by contacting TransUnion directly with the information provided here: Credit Reporting Agency Name: Transunion; Toll Free Phone Number: 1-800-230-9376; Email: [TURSSDispute@transunion.com](mailto:TURSSDispute@transunion.com); Address: TransUnion Rental Screening Solutions, Attention: Consumer Dispute Team; PO Box 800, Woodlyn, PA 19094

- Credit Check - 600 minimum score required.
- Credit history and/or Civil Court Records must not contain judgments, evictions (3 years), collections, liens, or bankruptcy within the past 3 years.
- Employment/income verification - applicants must have a combined monthly gross income of at least 3 times the monthly rent. Proof of income required: recent pay stubs, tax returns, or bank statements acceptable.
- Landlord verification - Two years of satisfactory references (Previous rental history reports from landlords must reflect timely payment; sufficient notice of intent to vacate; no complaints regarding noise, disturbances, illegal activities; no NSF checks; and no damage to rental property or failure to leave the property clean and without damage.)
- National Background check - Conviction of a felony within the past 7 years, a felony record that was adjudicated guilty or had adjudication withheld within the past 7 years, or any conviction of any length of time for any drug dealing, sexual-related, murder-related, or arson-related crime is grounds for denial.
- Co-signers may be considered on an individual basis and must meet all requirements.
- A valid current photo ID documentation (driver's license, military ID, or state ID) is required.
- Applicants must qualify individually.

**\*\*Multiple Applications \*\***- It is entirely possible that we may receive multiple applications for the same property. Applicants are not accepted on a “first-come, first-served” basis. If such is the case, we will process all applications for consideration, and one will be selected, which may not necessarily be the first application received.

- The application fee is non-refundable.
- If your application is qualified but not accepted for the property for which you are applying, you may consider transferring application to one of our other available properties without payment of an additional application fee.

**\*\* Animals\*\***

**\*\*\*\*NOTICE TO ALL APPLICANTS\*\*\*\***: Everyone must complete the pet screening process at [oldsouthproperties.petscreening.com](http://oldsouthproperties.petscreening.com). This is not only for pet and animal owners but also for applicants that DO NOT own a pet or animal.

- No pets of any kind permitted unless noted in the lease document.
- Unless otherwise stipulated, there is non-refundable pet application fee of \$300 per pet. Some properties may require higher pet fees or higher amounts of rent. If this applies, you will be notified.
- The following pets will not be accepted unless medically necessary: German Shepherds, Doberman Pinschers, Pit Bulls, Chows, or Rottweilers (some insurance carriers have more restrictive lists).
- Service/Assistance animals are exempt from breed restrictions and fees.

**Cost**

- Once approved, the applicant has one business day to bring in the security/damage deposit and sign the lease agreement.
- All initial funds (first month’s rent and the security/damage deposit) must be paid by cashier’s check or money order payable to Old South Properties, Inc.
- There is a one-time lease processing fee of \$50
- In addition to the rent, there is a \$10.00 per month resident administrative fee for the duration of the lease agreement.
- Residents are required to have renter’s liability insurance and provide proof of coverage.

**\*\*Other\*\***

- All applicants should see the interior of the property prior to applying.
- If one chooses to rent the property “sight unseen,” a premises inspection waiver will be required at lease signing.
- The property must be accepted in “AS IS” condition before an application can be accepted, except where there is written agreement for repair items.
- Verbal representations are not binding.
- Current occupancy standards are a maximum of 2 people per bedroom, except for children under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than 2 unrelated adults to reside in a single-family dwelling unit.

Correct Information—Applicant represents that all the information, documents, answers, and statements they provide in the *Rental Application* are true and complete. Applicant authorizes verification of the above information, references, and credit record now, during tenancy, and after tenancy if balance is left due. Applicant acknowledges that false information may constitute grounds for rejection of this application, termination of the right of occupancy, and/or forfeiture of deposits. The \$55 application fee is non-refundable. This application is subject to acceptance by the owner and execution of a lease or rental agreement.

**By clicking on the “Apply Now” tab, you acknowledge that you understand and agree to the terms of the application disclosure and rental process as described herein.**