

~Welcome to your new Home with GHDMC~

Thank you so much for your interest in our property!

We're excited to help you through the process. Before moving forward, please take a moment to review our company's procedures and policies. Understanding how everything works upfront will help ensure a smooth and enjoyable experience as we work together.

If you have any questions along the way, we're always here to help!

➤ To Schedule an Appointment to View the Property

To schedule a viewing, please contact our office at **352-872-5505**. Our team will be happy to set up a convenient time for you to tour the property and answer any questions you may have about the home or the application process.

If you are unable to view the property in person, you are still welcome to apply; however, a **Sight Unseen Addendum** will be required.

➤ Application Process

Application Submission Instructions

- After viewing the property, submit your application and **all required documents** by:
 - **Email:** AFintake@GNVHA.ORG
 - **Mail:** 1900 SE 4th Street
Gainesville, FL 32641

Processing Time

- Please allow **48–72 business hours** for an approval or denial after submitting your complete application.



Approval Criteria

Approval or denial is based on a combination of factors, including:

- **Rental history**
- **Job verification**
- **Criminal background check**
- **Debt-to-income ratio**
- **Job references**
- **Personal references**
- **Rental references**
- **Any additional relevant information received**

Possible Outcomes

Based on findings, applicants may be:

- **Approved**
- **Approved conditionally** (with an increased security deposit)
- **Denied**

Lease Term

- All lease terms are for a **twelve (12) month period**.

➤ *Common Reasons an Application May Be Denied*

- Poor credit history related to rental housing
- Previous evictions
- Failure to disclose required information
- Incomplete applications

Pet Policy & Restrictions

- Property owners reserve the right to **deny certain pets**.
- **Dangerous dog breeds are not permitted**, including:
 - Pit Bulls
 - Rottweilers
 - Doberman Pinschers
 - Huskies
 - Staffordshire Terriers
 - Wolf-hybrids
 - Mastiffs
 - German Shepherds
 - Akitas
 - Great Danes
 - Chows
- **Pets over 25 pounds are not allowed.**

➤ You're Approved — What Happens Next?

Congratulations on your approval! Please review the next steps carefully to secure the property:

1. Submit Your Security Deposit

- Once approved, you must submit the **security deposit** within **48 hours**.
- **Certified funds only** are accepted for the deposit.

2. Pet Fees (If Applicable)

- If you have pets, there is a **\$25 monthly pet rent per pet**.
- All pet policies and restrictions still apply.

3. Property Will Continue to Be Shown

- We will continue to show the property until:
 - A qualified applicant has been approved **and**
 - The **security deposit has been received.**

4. Move-In Day Payments

- The **pro-rated first month's rent** is due **on move-in day** during the walk-through.
- First month's rent must also be paid in **certified funds.**

5. Utilities

- **All utilities must be placed in your name by move-in day.**
- We will provide you with the required utility providers and instructions **at the time you submit your deposit.**

➤ Rental Application Checklist

GHDMC cannot process a rental application unless all of the following documents are presented **WITH** the application AND a application fee of **\$35.00** per adult applicant. Security deposit required is equal to one (1) months rent.

	• Completed and signed Rental Application with all sections filled in
	• Completed and signed Landlord Questionnaire with all sections filled in
	• Valid government issued photo ID for ALL household members 18 years and older
	• Four (4) most recent weekly or two (2) most recent bi-weekly pay stubs (Originals)
	• If applicant is self-employed: copies of last two years Income Tax returns

We look forward to providing you with exceptional service.

Primary Applicant Information

Name:

Date of birth:

SSN:

Phone:

Current address:

Own Rent (Please circle)

Monthly payment or rent:

How long?

Previous address:

Owned Rented (Please circle)

Monthly payment or rent:

How long?

Adults to live in the
house?

Children to live in the
house?

Names/Ages of Children:

Do you have pets?

How many?

What kind and breed?

Primary Applicant Employment Information

Current employer:

How long?

Employer address:

Phone:

E-mail:

Fax:

Position:

Income: \$_____ per (Circle One)
Hour Week Year

Primary Applicant Emergency Contact

Name of a person not residing with you:

Address:

Phone:

Relationship:

Primary Applicant Landlord References

Name:	Address:	Phone:

Co-applicant Information - Required For Anyone 18 and older

Name:		
Date of birth:	SSN:	Phone:
Current address:		
Own Rent (Please circle)	Monthly payment or rent:	How long?
Previous address:		
Owned Rented (Please circle)	Monthly payment or rent:	How long?

Co-applicant Employment Information

Current employer:	How long?
Employer address:	
Phone:	E-mail:
Fax:	
Position:	Income: \$ _____ per (Circle One) Hour Week Year

Co-Applicant Landlord References

Check here if references are same as above: _____		
Name: _____	Address: _____	Phone: _____

Background Information

Ever convicted of a criminal offense? Applicant Co-applicant
Yes _____ No _____ Yes _____ No _____

If yes, describe: _____

Applicant Co-applicant
Have you ever filed bankruptcy? Yes _____ No _____ Yes _____ No _____

If yes, what year did you file? _____

Have you ever been evicted? Yes _____ No _____ Yes _____ No _____

Do you owe any unpaid rent? Yes _____ No _____ Yes _____ No _____

Do you owe any unpaid damages? Yes _____ No _____ Yes _____ No _____

Rental Applicant's Certification

By signing this rental application, I voluntarily authorize and grant full consent to the Gainesville Housing Authority or its agents to conduct a thorough investigation into my current or prior employment, credit history and any other area of my background, including criminal background relating to arrests and convictions (regardless of adjudication) which the Gainesville Housing Authority believes relevant to qualifying my rental application. I do further fully consent to the release and disclosure to the Gainesville Housing Authority or its agent, from any persons, companies, corporations or government agencies, any information sought concerning my background and do further release from liability the Gainesville Housing Authority or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or governmental agencies disclosing such information.

I acknowledge that any false or misleading information provided by me, orally or in writing, to the Gainesville Housing Authority, or by others at my direction, shall constitute grounds for denial of my rental application.

Signature of applicant:

Date:

Signature of co-applicant:

Date: