CITY OF PENSACOLA HOUSING OFFICE
AVAILABLE UNITS LIST POLICY

Property owners whose rental housing units meet the criteria of the program are invited to list their properties with the City of Pensacola Housing Office. Whereas, the Housing Office will list the available properties, the City does not endorse or discourage participants’ selection of housing from the list. Prior to the property being listed, the following criteria must be met:

1. The owner/agent must request, in writing, that the unit(s) be listed on the Available Units List and must provide documentation that property taxes are current.

2. The owner has inspected the unit in relationship to the Housing Quality Standards (HQS) criteria and agrees to bring the unit into compliance, if applicable.

3. The requested rent must fall within the payment standard limitations and be rent reasonable.

4. The owner shall notify the Housing Office as soon as the unit has been rented.

Each unit will be listed for a maximum period of sixty (60) days. If the Housing Office has not received notice that the unit has been rented before the end of the sixty day period, the unit will automatically removed from the list. If the owner wishes to list the unit in the future, it must be requested again, in writing, and updated documentation provided.

REQUEST TO PLACE UNIT ON LIST

I, _________________________________, hereby request that my name and phone number(s) provided below be added to the City of Pensacola, Housing Office Available Units List. I understand that this list will be provided to eligible participants of the Section 8 Rental Assistance Programs.

I hereby certify that I have read and agree to the terms of the Section 8 Rental Assistance Programs and will accept referrals from voucher holders of the Program. I understand that all out of town owners must provide a local agent, authorized to sign legal documents and handle maintenance and repairs to the rental unit. A Management Agreement Must Be Provided.

In accordance with the Federal Fair Housing Act and the City of Pensacola Fair Housing Ordinance, #51-80 and #60-82, I hereby certify that all rental properties will be offered to prospective tenants without regard to race, color, creed, religion, sex, age, national origin, familial status, or disability.

_______________________________  _____________________________
Signature of Owner/Agent Date

_______________________________  _____________________________
Printed Name of Person Signing email address

Complete pages 1 and 2 and return to:
City of Pensacola Housing Division
420 West Chase Street (in person) or
P.O. Box 12910, Pensacola, FL 32521 (if mailing) or
Fax: 850-595-0113
Email: LEnglish@cityofpensacola.com
Name of Owner/Agent Authorized to Lease Unit: ____________________________________________

Address of Owner/Agent: _______________________________________________________________

Daytime Phone Number(s) of Owner/Agent: ________________________________________________

1. ADDRESS OF RENTAL UNIT: _______________________________________________________

2. HOUSING TYPE (Check One)   Single Family/Detached _____
   Duplex _____ Multi-Family _____ Townhouse _____ Other_____ 

3. HOUSING CONSTRUCTION:       Wood Frame _____ Brick _____ Block _____
   Asbestos: _____ Combination _____ Other _____

4. Number of Bedrooms: _____   5. Number of Habitable Rooms: ______

6. Year the unit was constructed: _____________

7. The following questions are regarding the type of utilities in the unit and who will be responsible 
   for paying those utilities. Please check the appropriate box:
   a. Is the heat:  Gas _____ Electric _____
   b. Is the heat:  Central Unit _____ Space Heater _____
   c. Will you be furnishing the refrigerator: Yes _____ No _____
   d. Will you be furnishing the stove: Yes _____ No _____
   e. Is the cooking fuel gas? Yes _____ No _____
   f. Will you be furnishing the air conditioning unit (either central or unit): Yes _____ No _____
   g. Is the hot water heater:  Gas _____ Electric _____
   h. Will you be paying for the tenant's electricity usage? Yes _____ No _____
   i. Will you be paying for the tenant's gas usage? Yes _____ No _____
   j. Will you be paying for the tenant's water usage? Yes _____ No _____
   k. Will you be paying for the tenant's sewage usage? Yes _____ No _____
   l. Will you be paying for the tenant's trash collection? Yes _____ No _____

8. What was the most recent rent charged for this unit: _____________

9. What is the proposed rent? ________________________________
   If different from most recent rent charged, please explain: _____________________________________________
   ____________________________________________________________________________________

10. Does the unit have any unusual characteristics or amenities that you would like to describe? _____________________________________________

11. Is this unit handicap accessible? Yes _____ No _____  If Yes, list “accessible” features: ________
   ____________________________________________________________________________________