



CITY OF PENSACOLA HOUSING DEPARTMENT
AVAILABLE UNITS LIST POLICY

Rental housing units that meet the following criteria of the Section 8 Housing Choice Voucher (HCV) Program can be listed on our Available Units List:

1. The owner/agent must request, in writing, that the unit be listed on the Available Units List and must provide documentation that property taxes are current if requested.
2. The owner must inspect the unit in relationship to the Housing Quality Standards (HQS) criteria and agree to bring the unit into compliance, if applicable.
3. The requested rent must be market reasonable. Affordability will be determined once a family is selected.
4. 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 at time of rental.
5. The owner must notify the Housing Office as soon as the unit has been rented.

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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 Department Available Units List. I understand that this list will be provided to eligible participants of the Section 8 Rental Assistance Program.

I hereby certify that I have read and agree to the terms of the Section 8 Housing Choice Voucher (HCV) Program found in the Landlord Manual.

In accordance with the Federal Fair Housing Act, the City of Pensacola Fair Housing Ordinances, Article II. Fair Housing, Chapter 5-2-16 through 5-5-27, and Escambia County, Article IV. Fair Housing, Section 58-91-58-103, I hereby certify that all rental properties will be offered to prospective tenants without regard to race, color, religion, sex, national origin, place of birth, age, marital status, ancestry, military status, or disability.

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Name of Owner/Agent Authorized to Lease Unit: _____

Phone Number(s) of Owner/Agent: (____) _____ - _____ Email: _____

1. ADDRESS OF RENTAL UNIT: Street Address: _____

City: _____ State: FL Zip Code: _____

2. HOUSING TYPE (Check One): Single Family/Detached _____ Multi-Family _____

3. Number of Bedrooms: _____

4. What is the proposed rent? \$ _____.

5. Is this unit handicap accessible? Yes _____ No _____

If Yes, list "accessible" features: _____

Complete this information sheet and return to:
In Person: City of Pensacola Housing Office
420 West Chase Street, Pensacola, FL 32521
By Mail: P.O. Box 12910, Pensacola, FL 32521
By Fax: 850-595-0113
By Email: blee@cityofpensacola.com

Signature of Owner/Agent

Printed Name of Person Signing

Date