

**Eric Gleaton Realty, Inc.  
Rental Application**

Applicant Name(s): \_\_\_\_\_

Property Address on Application: \_\_\_\_\_ Desired move-in date: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_ Application Received Date/Time: \_\_\_\_\_

**Application Process**

**Who must apply:** All adult applicants (18 years and older)

**Application fee:** \$35.00/adult or \$60.00/married couple non-refundable payable by cash or money order only made payable to Eric Gleaton

**Documents to include with application:** Copy of photo ID and proof of income for all adult applicants.

**Proof of Income Documentation:** We require 2 months of current income documentation in the form of paycheck stubs, letter from employer, or last year's W-2. If self-employed, we require the last 2 years tax returns and statement of current year's income for each applicant.

**Rental Requirements:**

- 1) Gross monthly income must be at least 3 times the rental amount of the home
- 2) 2 years of rental history verifiable with landlord contact information – we cannot consider family references for rental history
- 3) A credit screening will be pulled for all applicants
- 4) A criminal background check will be pulled for all applicants
- 5) The application must be completed in its entirety at time of submission in order to be considered
- 6) Family size must be in compliance with the unit per HUD guidelines

**Application may be denied for any of the following reasons:**

- 1) Falsification of application
- 2) Incomplete application
- 3) Poor rental history profile due to slow or non-payment of rent, evictions, a history of poor or unsanitary housekeeping, a history of drug related activity by any household member, a history of violence to persons or property, or a felony within 5 years
- 4) Poor credit history
- 5) A lack of the demonstrated ability to live independently
- 6) Criminal and eviction history will be verified by an independent company using court and public records

**Pets**

All pets must be approved by Eric Gleaton Realty, Inc. If a pet is allowed, a \$350.00 NON-REFUNDABLE pet fee will be required and will allow you the right to have only an APPROVED pet on the premises. This fee is NOT a damage deposit and tenant is responsible for all damages caused by pet. Upon termination of lease tenant is required to exterminate for fleas and have carpets professionally cleaned. An additional application will be required for your pet. Please request a pet application.

**Roommates**

If an application is approved for roommates rather than a married couple the total monthly rent may be increased by \$25.00 per person per month. The security deposit may be increased from the original amount quoted and/or a double deposit may be required.

**Application Approval**

If application is approved, then a lease must be signed and all move-in fees paid via certified funds (cashiers check or money order) within 1 business day of approval. Move-in fees include security deposit, first month's rent and pet fee (if applicable). If your application is denied it will be held for 60 days and then destroyed.

**Holding/Retaining Property**

We do not take properties off of the market and hold them. Applicants are chosen based on merit and not on first-come, first-serve.

**Request for Verification of Rent**

We have received a rental application from the below listed applicant(s) to whom we understand rents and /or has rented from you. Please complete this form accordingly, sign and return as soon as possible to:

Eric Gleaton Realty, Inc.  
102 East 9 Mile Rd.  
Pensacola, FL 32534

Phone: 850-477-5908, ext. 1  
Fax: 850-479-1902  
ericgleaton@ericgleaton.com

**FOR OFFICE USE ONLY**

**RENTAL VERIFICATION**

Tenant has rented from \_\_\_\_\_ to \_\_\_\_\_ Amount of rent \$ \_\_\_\_\_

HUD? No \_\_\_\_\_ Yes \_\_\_\_\_ Tenant responsibility \$ \_\_\_\_\_

Is rent in arrears? No \_\_\_\_\_ Yes \_\_\_\_\_ Amount in arrears \$ \_\_\_\_\_

Number of times paid late \_\_\_\_\_ Number of payments late 15+ days \_\_\_\_\_ Proper notice given for move-out? \_\_\_\_\_

Deposit refunded? \_\_\_\_\_ Damages deducted? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Did tenant complete lease satisfactorily? \_\_\_\_\_ Outstanding balance on account \$ \_\_\_\_\_

Total number of residents? \_\_\_\_\_ Any unauthorized tenants? \_\_\_\_\_

Tenant has/had pet(s)? \_\_\_\_\_ Type of pet \_\_\_\_\_

Any reported problems with tenants (i.e. noise, cleanliness, etc.) \_\_\_\_\_

Would you re-rent to this tenant? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

Are you related to the applicant? Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT VERIFICATION**

Applicant term of employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

I/We the undersigned applicant(s) have read this application and I/We also affirm that all of the information contained in this application is deemed true, accurate, complete and correct and agree that if this is not so, my application will be denied and/or my lease will be held in default and I/We may be subject to eviction.

Furthermore I/We authorize ERIC GLEATON REALTY, INC. to verify all information contained on the application and conduct a full background check including, but not limited to, credit, bank account, employment, eviction and criminal background. I/We further authorize ERIC GLEATON REALTY, INC. to contact any persons or companies listed on this application.

I/We understand that this application is the property of Eric Gleaton Realty, Inc. and will be destroyed after 60 days.

Applicant Signature: \_\_\_\_\_ Co-Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current address being verified: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Co-Applicant Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Current Address**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Owner/Mortgage Holder: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Rent/Mortgage Amount \$ \_\_\_\_\_ Rented from: \_\_\_\_\_ to \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

**Previous Address (if current is less than 2 years or if co-applicant's current address is different)**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Owner/Mortgage Holder: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Rent/Mortgage Amount \$ \_\_\_\_\_ Rented from: \_\_\_\_\_ to \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

**Applicant Employment**

Employer: \_\_\_\_\_ Your position: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employed \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_

**Applicant Previous Employment (if current is less than 2 years)**

Employer: \_\_\_\_\_ Your position: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employed \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_

**Co-Applicant Employment**

Employer: \_\_\_\_\_ Your position: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employed \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_

**Co-Applicant Previous Employment (if current is less than 2 years)**

Employer: \_\_\_\_\_ Your position: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employed \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Salary/Wage \$ \_\_\_\_\_ per \_\_\_\_\_

**Other Income:** Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ per \_\_\_\_\_

**Vehicle Information**

Color, make & model of vehicle: \_\_\_\_\_ Tag # \_\_\_\_\_ State of Issue: \_\_\_\_\_

Color, make & model of vehicle: \_\_\_\_\_ Tag # \_\_\_\_\_ State of Issue: \_\_\_\_\_

Do you have any RVs, boats, motorcycles or trailers? \_\_\_\_\_ If so, please list: \_\_\_\_\_

**Additional Information Required:**

Do you have pets? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Type of pet and breed \_\_\_\_\_

Do you own any water-filled furniture? \_\_\_\_\_ If so, please specify \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been charged with a felony? \_\_\_\_\_ If so, please specify \_\_\_\_\_

Have you ever been charged with a misdemeanor? \_\_\_\_\_ If so, please specify \_\_\_\_\_

Has an eviction ever been filed against you" \_\_\_\_\_ If so, when and why? \_\_\_\_\_

Have you ever refused to pay rent? \_\_\_\_\_ If so, when and why? \_\_\_\_\_

List names and ages of all prospective tenants (including yourself):

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

In case of an emergency who should we contact?

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_

Please submit completed application, required documentation and application fee to:

Eric Gleaton Realty, Inc.  
102 East 9 Mile Rd.  
Pensacola, FL32534

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Fax: 850-479-1902