

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

*******THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AT THE TIME OF SUBMISSION
IN ORDER TO BE CONSIDERED*******

Who Must Apply: ALL ADULTS (18 Years and Older)

Application Fee: \$35.00 / adult or \$60 / married couple

Application Fee is non-refundable payable by cash or money order ONLY made payable to Eric Gleaton.

Documents to be Submitted with Application: Copy of Photo ID and Proof of Income for **ALL ADULTS**

Acceptable Proof of Income Documentation: We require **two (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 **two (2) years** Tax Returns and a Statement of current year's income for each applicant.

**** Applicants are responsible for submitting ALL of the required documents with the application to be reviewed. In the event of multiple applications, all applications are processed and the most qualified applicant will be chosen. ****

RENTAL REQUIREMENTS

1. Gross monthly income must be at least 3 times (3X) the rental amount of the property
2. Two (2) years of rental history verifiable with the 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. 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 five (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 NON-REFUNDABLE pet fee will be required and will allow you the right to have only an APPROVED pet in the premises. This fee is NOT a damage deposit and the tenant is responsible for all damages caused by pet. Upon termination of lease, the 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 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 (Cashier's Check or Money Order) within one (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 the market and hold them. Applicants are chosen based on merit and not on first-come, first-serve basis.

APPLICANT/CO-APPLICANT INFORMATION

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: _____
Landlord's Email: _____
Rent/Mortgage Amount: _____ Rented from: _____ to _____
Reason for vacating: _____

APPLICANT EMPLOYMENT

Employer: _____ Position: _____
Supervisor/Contact: _____ Telephone: _____
Employed: _____ to _____ Full-Time: _____ Part-Time: _____ Salary/Wage: \$ _____ per _____

APPLICANT PREVIOUS EMPLOYMENT (if current is less than 2 years)

Employer: _____ Position: _____
Supervisor/Contact: _____ Telephone: _____
Employed: _____ to _____ Full-Time: _____ Part-Time: _____ Salary/Wage: \$ _____ per _____

CO-APPLICANT EMPLOYMENT

Employer: _____ 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: _____ 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: _____

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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 on 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 #: _____

Please submit COMPLETED application, including all required documentation and application fee to:

Eric Gleaton Realty, Inc.
102 East Nine Mile Road
Pensacola, FL 32534

Phone: (850) 477-5908
Fax: (850) 479-1902
admin@ericgleaton.com

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 Nine Mile Road
Pensacola, FL 32534

Phone: (850) 477-5908
Fax: (850) 479-1902
admin@ericgleaton.com

Tenant's Name(s): _____

Address being Verified: _____

I / we hereby give authorization for the release of rental information to Eric Gleaton Realty, Inc. and its representatives:

Signature: _____ Date: _____

Landlord's Name: _____

Landlord's Phone # (_____) _____ - _____

What was the above tenant's monthly rental amount? \$ _____

What were the start and end dates of the lease? From _____ To _____

Were there any late payments (circle one)? YES / NO If yes, number of late payments: _____

Were any checks returned as NSF (circle one)? YES / NO If yes, number of NSF checks: _____

Was the security deposit returned (circle one)? YES / NO If not, please explain why: _____

Was the home left in good condition (circle one)? YES / NO

Was proper notice given (circle one)? YES / NO

What was the reason given for vacating? _____

Are you the owner of the property (circle one)? YES / NO

Are you related to the tenants (circle one)? YES / NO

Were the tenants renting a room or the entire property? _____

Does the tenant have any pets (circle one)? YES / NO If yes, how many and what type/breed? _____

How many Occupants were in the property? _____

Would you re-rent to this / these person(s) (circle one)? YES / NO

Person verifying: _____ Position: _____

Signature: _____ 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: _____