

## ERA APPLICATION FORM GUIDELINES

**Proof of income must be Gross Monthly Income equaling a minimum of 3x the amount of rent. No record of evictions or felonies will be accepted. Chapter 7 Bankruptcies must be discharged. We will require 1<sup>st</sup>, last and security deposit of equal amounts of the rent to move in.**

Please be advised that ERA Advantage Realty will need the following copies along with the completed application form to process your application and perform a background check:

1. **Application Fee:** \$75 married couple, \$50 per single adult, \$25 per dependent over 18 years of age. This fee can be **exact cash**, money order or certified check. Please make money order or cashier's check payable to ERA Advantage Realty. The application fee is **non-refundable**.
2. **Security Deposit:** (It is the same amount as rental fee) Money order or Certified Check . Please make money order or cashier's check payable to ERA Advantage Realty. (*The Security Deposit is required within 24 hours of your approved application in order to hold the property.*)
3. Copy of all adults **driver's licenses**.
4. **Proof of income:** (4 pay stubs or letter on company stationery stating monthly or yearly earnings, date you started work or will start and rate of pay). If you are Self Employed, we will need 2 years of income tax returns.
5. Please be sure to **sign** the bottom of **Landlord Verification** form.
6. Copy of Veterinary Records showing updated rabies shots and license.
7. Photo of Pet(s) **Note:** \$150 non refundable fee per pet
8. **Location:** Please note: It is not necessary to physically meet with your rental agent to submit your application. You may come to our office located at 901 Tamiami Trail, Port Charlotte, FL 33953 and leave your application with a secretary between the hours of **8:30 – 5:30 Mon – Fri or 9:00 – 5:00 on Sat.**

If it is after hours, you may place your application in the “**Drop Slot**” of the front door. Please place in an envelope with your Rental Agent's 1<sup>st</sup> name on the envelope along with the **date and time**. Please **call or text** your Rental Agent and notify them that you have dropped off your application. Thank you.

ERA is located at **901 Tamiami Trail (US 41) in Port Charlotte, FL 33953.**

**Directions:** If travelling N on 41 from Port Charlotte, you will need to make a U-turn at the Toledo Blade light and we will be the 1<sup>st</sup> bldg. on your right or you can take a left at the Toledo Blade light and take 1<sup>st</sup> Left on Seymour and turn left into 2<sup>nd</sup> driveway into our back parking lot (yellow building with tin roof).

If travelling S on 41 from North Port, we are the 1<sup>st</sup> building on the Right after you go thru the Toledo Blade light.

If travelling from Englewood on 776 going East, take a Left at Toledo Blade, Right on US 41, and we are the 1<sup>st</sup> building on the Right. **Look for ERA** (Red, White & Blue **Sign**)

ERA Advantage Realty appreciates your business. Thank you.