



RENTAL INSTRUCTIONS AND APPLICATION
Hawaii Association of REALTORS® Standard Form
Revised ___ For Release ___



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Attached is the rental application. The following is an explanation of the application process:

Application:

- Each adult applicant must complete a rental application.
Please list the names of all occupants (including minors).
There is a non-refundable application fee of \$___ per adult applicant.
(Application fee is payable to ___. by check, cash or money order, ___)

** Any information missing from the application (i.e. telephone numbers, previous landlord's name, signatures, etc) or if application fee is not received; the application will be considered INCOMPLETE and will NOT be processed.

Submitting Application:

- Hand delivered or mailed to our office at:
Faxed to
Emailed directly to the managing agent.

** When faxing or emailing application, please make arrangements to get monies for the application fee either dropped off, mailed to the office, or

Processing:

- Once a completed application is submitted, please allow time for processing – usually at least 48 hours. Processing time will vary depending on the number of applications received.
Co-signers for an applicant must provide their own completed application, fee and verification of income.
Applications are evaluated based on credit and income qualifications.
This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Applicant understands that we can and will accept more than one application on this rental property and in our sole discretion will select the best-qualified tenant.

** Once approved, the applicant must respond to the offer and set a time to sign a lease and pay the deposit within 24 hours or offer may be rescinded.

At the time of signing the lease, you will need your picture ID. Payment for your security deposit is payable by cashier's check, money order, personal check, or -we do not accept credit cards/debit cards.



RENTAL APPLICATION

An application fee of \$ _____ per adult applicant must be submitted. You may pay by cash, money order, cashier's check or personal check (payable to _____).
Amount rec'd: \$ _____ Date: _____ Check no. _____ Initials _____

Rental Property Location: _____ Prop Code: _____

When would you like to move in? _____ Monthly Rent: _____

Proposed Occupants

Full Name (First MI Last): _____ SS# _____

State Driver's License# _____ State ID# _____

Phone Numbers: _____, _____

Email address(s): _____

List all Other Occupant: _____

Other Occupant: _____

Other Occupant: _____

Will any animals be living with you? Please explain: _____ weight/age _____

Housing Information:

Present Address: _____ City: _____ State: _____ Zip: _____

Landlord's Name: _____ Phone #: _____

How long at this address? _____ yrs _____ mo Reason for moving: _____

Amount of rent paid: \$ _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord's Name: _____ Phone #: _____

How long at this address? _____ yrs _____ mo Reason for moving: _____

Amount of rent paid: \$ _____

Personal Information:

1) How long have you lived in Hawaii? _____

2) Does anyone in your party smoke? Yes [] No []

Our properties are all non-smoking.

3) Do you have Renter's Insurance? Yes [] No []

The property owner carries insurance on the **dwelling only**. We recommend/require (circle one) that you obtain insurance to cover your furnishings and personal belongings.

4) Have you declared bankruptcy or had a foreclosure in the past seven (7) years? Yes [] No []

5) Have you had any late payments in the past year? Yes [] No []

6) Have you ever been evicted? Yes [] No []

If yes, explain _____

7) Have you ever been convicted of or pleaded guilty or "no contest" to a felony? Yes [] No []

If yes, explain _____

8) Where did you learn about this property? _____

I hereby authorize consumer reporting agencies to provide you with consumer reports relating to me. I hereby give my permission for you to verify all information. I hereby certify that all the information is true and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____

Employment Information:

Status Full Time Part Time Full Time Student Part Time Student Unemployed
 Self Employed Retired

Employer: _____ Phone #: _____

Address: _____ Supervisor: _____

Position Held: _____ How long employed? _____ Gross Monthly Income: _____

Previous Employer: _____ Phone #: _____

Address: _____ Supervisor: _____

Position Held: _____ How long employed? _____ Gross Monthly Income: _____

Other Income: \$ _____ Source: _____

Housing Assistance: _____ Amount: \$ _____

Case Worker's Name: _____ Phone #: _____

Military Personnel Only:

Branch of Service: _____ Duty Station: _____ Rank: _____

Length of Service: _____ yrs. Date of Rotation: _____ Housing Allowance: _____

Position: _____ Gross Monthly Income: _____

Supervisor: _____ Telephone: _____ Cell: _____

Commanding Officer: _____ Telephone: _____ Cell: _____

Bank Data:

Bank Name: _____ Branch: _____ Checking Savings

Bank Name: _____ Branch: _____ Checking Savings

Auto Data:

Auto Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

Auto Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

Auto Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

Auto Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

Personal References (Hawaii Resident Preferred):

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name of Nearest Living Relative: _____ Relationship: _____

Address: _____ Telephone Number: _____

E-Mail: _____

In case of emergency contact: _____ Telephone Number: _____

E-Mail: _____

Applicant Name (Print): _____ **Initial** _____ **Date:** _____

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