



RENTAL APPLICATION
Hawaii Association of REALTORS® Standard Form
Revised ____ For Release ____



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INSTRUCTIONS: The following is an explanation of the Rental Application process:

Application:

- Each adult applicant must complete Rental Application.
- 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, _____)
- **Verification of employment and income** must be provided (i.e. copy of current pay stub, tax returns, etc.).
- Provide any additional information (i.e. letters of reference, etc.).

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

Submitting Rental Application:

- Hand delivered or mailed to management office at: _____
- Faxed to managing agent _____
- Emailed directly to managing agent. _____

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

Processing:

- Once a completed Rental Application is submitted, allow time for processing – usually at least 48 hours. Processing time will vary depending on the number of Rental Applications received.
- Co-signers for an applicant must provide their own completed Rental Application, fee and verification of income.
- Rental Applications are evaluated based on credit and income qualifications.
- Rental 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 more than one application on this rental property may be received and considered.

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must respond and set a time within 24 hours to sign a Rental Agreement and pay the deposit or offer to rent may be rescinded.**

At the time of signing the Rental Agreement, a picture ID is required. Payment for a security deposit is payable by cashier's check, money order, personal check, or _____.



RENTAL APPLICATION

Rental 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 Tenants/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) It is understood that Renter's Insurance is Required [] Not required []

The property owner carries insurance on the dwelling only.

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 _____

Have you been a party to any litigation in the past 10 years? Yes [] No []

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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