



RENTAL APPLICATION
Hawai'i Association of REALTORS® Standard Form
Revised 10/21 (NC) For Release 5/22



Commented [JK1]: - Subcommittee: "Yes, please add the new 'fair housing language' to this form."
- Subcommittee: "Please make the entire form fillable."

COPYRIGHT AND TRADEMARK NOTICE: THIS COPYRIGHTED HAWAII ASSOCIATION OF REALTORS® STANDARD FORM IS LICENSED FOR USE UNDER TERMS OF THE HAWAII ASSOCIATION OF REALTORS® STANDARD FORM LICENSE AGREEMENT LOCATED AT <http://www.hawaii Realtors.com/standard-form-policy>. The use of this form is not intended to identify the real estate licensee as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS® and who subscribe to its Code of Ethics.

Owner/landlord complies with all Federal and State fair housing and anti-discrimination law that prohibits discrimination based upon Buyer's race; color; national origin; ancestry; religion; sex, including gender identity or expression; sexual orientation; handicap; disability; familial status; marital status; age; or human immunodeficiency virus infection.

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 _____ [] personal check [] cashier's check [] cash [] money order [] electronic payment [] _____).
- **Verification of employment and income** must be provided (copy of current pay stub, tax returns, bank statements, etc.).
- Provide any additional information (letters of reference, etc.).
- Picture ID required.

** Any information missing from the Rental Application (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: (Choose only one)

- Hand deliver or mail to management office at:
Company name and address _____
- Fax number _____
- Email directly to: Agent's name _____ Agent's email address _____

** 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, processing time will ~~vary depending on~~ depend on various factors.
- Co-signers for an applicant must provide their own completed Rental Application, fee, and verification of income.
- Rental Applications are evaluated based on credit, income qualifications, and rental history.
- 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.

Commented [JK2]: Subcommittee: "Page 1, under Processing: first line, Change to: "Once a completed Rental Application is submitted, processing time will depend on various factors."

** 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.

** Managing Agent may require Renter's Insurance prior to occupancy.

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

Commented [JK3]: Subcommittee: "1. Page 1 – Please add an initial and date to the bottom."

Formatted Table

APPLICANT'S INITIALS & DATE



RENTAL APPLICATION

Rental Application fee of \$ _____ per adult applicant. Received by: _____
Amount rec'd: \$ _____ Date: _____ Payment method: _____

Rental Property Location: _____ Prop Code: _____
When would you like to move in? _____ Desired length of lease _____ Monthly Rent: _____

Proposed Tenants/Occupants (one application per adult)

Full Name (First MI Last): _____ SS# _____
State Driver's License# _____ State ID# _____
Phone Numbers: _____
Email address(es): _____

List all

Other Occupant: _____
Other Occupant: _____
Other Occupant: _____
Will any animals be living with you? Please explain: _____ weight/age _____
Note: Pets require prior written approval and possible additional deposit.

Housing Information:
Present Address: _____ City: _____ State: _____ Zip: _____
Landlord's Name: _____ Phone #: _____ Email address _____
Move in date: mo _____ yr _____ Move out date: mo _____ yr _____
Amount of rent paid: \$ _____ Reason for moving: _____
Previous Address: _____ City: _____ State: _____ Zip: _____
Landlord's Name: _____ Phone #: _____ Email address _____
Move in date: mo _____ yr _____ Move out date: mo _____ yr _____
Amount of rent paid: \$ _____ Reason for moving: _____

Personal Information:
1) Does anyone in your party smoke? Yes [] No []
2) Do you carry Renter's Insurance Yes [] No []
The property owner carries insurance on the **dwelling only**.
3) Have you declared bankruptcy or had a foreclosure in the past seven (7) years? Yes [] No []
4) Have you had any late payments in the past year? Yes [] No []
5) Have you ever been evicted? Yes [] No []
If yes, explain _____
6) 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 []
7) Where did you learn about this property? _____

APPLICANT'S INITIALS & 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 #: _____

Personal References (Hawai'i 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: _____

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 **I HAVE FILLED IN THIS FORM AND THAT** ALL THE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ **Date:** _____

NOTE: THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language, but there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES. This means that the Hawai'i Association of REALTORS® is not liable to any person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to consult with their own attorneys about Chapter 487A (and other laws that may apply).

Commented [JK4]: Subcommittee: "Page 3, below the last box, paragraph starting with "I Herby Authorize, Last line, change to 'I HEREBY CERTIFY THAT I HAVE FILLED IN THIS FORM AND THAT ALL THE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.'"