



RENTAL APPLICATION

Hawaii Association of REALTORS® Standard Form



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

**** 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: (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 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.

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must respond and set a time within 24 hours to sign a Rental Agreement and pay the deposit or offer to rent may be rescinded.**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



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(s): _____

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 (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: _____

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:** _____

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 Hawaii Association of REALTORS® is not liable to any Seller, or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply)