750 Amana Street, Suite #102, Honolulu, HI 96814 Phone: 949-9499

## **INSTRUCTIONS FOR RENTAL APPLICANTS**

All applicants are verified with Experian Credit Reporting. In order to process your application promptly, we ask for the following:

#### • All of our properties have the following 5 conditions:

- 1. They are available for immediate occupancy.
- 2. Minimum lease term is one (1) year.
- 3. No pets are allowed.
- 4. No smoking inside the unit or on the property.
- 5. Units are rented as shown.

#### Submit your Application in person:

- 1. Monday through Friday between 8:30 a.m. and 4:30 p.m. NO FAXED APPLICATIONS.
- 2. Applications must be filled out COMPLETELY and PRINTED LEGIBLY.
- 3. All applicants 18 or over must complete a separate application.

### Application requirements:

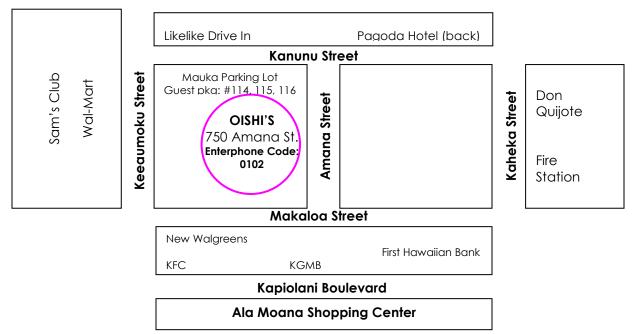
- 1. Present picture identification and Social Security card or a Passport
- 2. Proof of income as follows:
  - a. Employed: Copies of your last 2 pay stubs
  - b. Self-employed: Copies of the first page of your <u>personal</u> (not company) Tax Form 1040 for the past 2 years
  - c. Unemployed or student: Copies of documentation of your source of funds such as savings statements, etc.

## Non-refundable application processing fee of \$20 per applicant; \$40 maximum per property:

- 1. All tenants 18 years or older must complete an application.
- 2. Cash or certified funds ONLY accepted for the application fee. NO PERSONAL CHECKS.

#### • If selected, please remember the following:

- 1. All parties must be present at the scheduled date and time to sign the Rental Agreement.
- 2. Allow 45 minutes to complete the paperwork, turn on the electricity, etc.
- The security deposit and prorated first month's rent is due at lease signing. CERTIFIED FUNDS
   ONLY (certified check or money order). NO CASH and NO PERSONAL CHECKS. Your
   subsequent rent payments may be made by personal check.





# RENTAL APPLICATION

## LAST 2 PAY STUBS REQUIRED! No Pets Allowed No Smoking

This application must be submitted IN PERSON for verification. Please furnish all information requested. Incomplete or inaccurate information may be cause for disapproval. YOU MUST SIGN THIS APPLICATION.

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