

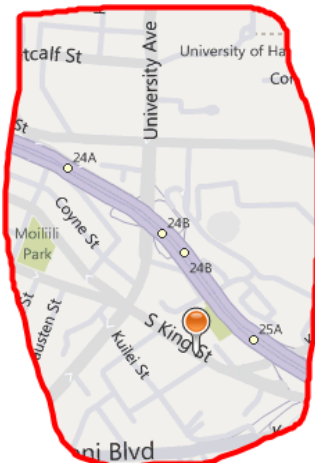


A Property Management Company  
**HAWAII REALTY MANAGEMENT**

2745 South King Street, Honolulu, HI 96826  
 Phone: 808.798-8614

[vacancy@hawaiiirealtymanagement.com](mailto:vacancy@hawaiiirealtymanagement.com)

**APPLICATION DROP OFF DIRECTIONS**



## Rental Application Packet

Enclosed are the following documents:

- Rental Application Completion Instructions
- Rental Application
- Verification of Employment
- Landlord Questionnaire
- Applicant Consent and Specific Releases for Tenant Screening
- Rental Application: Drop-off Directions

Each adult occupant must complete an application. Each application must be accompanied with a \$22.50 application fee to cover the cost of screening your application.

Before your application will be considered, we must receive written confirmation from your employer and current landlord by way of the completed Verification of Employment form and the completed Landlord Questionnaire.

BE SURE THAT YOU HAVE PROVIDED YOUR EMPLOYER'S PERSONNEL AND CURRENT LANDLORD'S PHONE NUMBER AND EMAIL ADDRESS. ALERT YOUR PERSONNEL MANAGER AND LANDLORD TO EXPECT THE FORMS AND ASK THEM TO COMPLETE AND RETURN THEM AS SOON AS POSSIBLE SO THAT WE CAN PROCESS YOUR APPLICATION.

## RENTAL APPLICATION COMPLETION INSTRUCTIONS

Thank you for your interest in this property. Please complete and return our Application Packet forms.

**NOTE:** Rent is due on or before the 1<sup>st</sup> of each month (no exceptions); we regularly inspect the property and expect that you will care for the property as if it was your own. Moreover, we expect our tenants to respect their neighbors (i.e., noise to be kept to a minimum, no violations of AOA House Rules and/or HRM House Rules and HRM Policies and Procedures).

**PROCESSING OF APPLICATION:** If you don't complete all items on the application (or explain why the items are not applicable), we will not consider your application. Further, you must complete and submit our release of information forms with your application. If your current and previous Landlords and Employers refuse to release information to us, we will not consider your application. **PRINT CLEARLY SO THAT THE INFORMATION PROVIDED CAN BE READ.**

### RENTAL APPLICATION INSTRUCTIONS:

- Please carefully read and complete the forms included in this packet.
- A consumer credit report and background report shall be ordered for tenancy purposes. **Your application should be accompanied with an application processing fee of \$22.50 per applicant** (call for clarification if in doubt). This must be paid in cash, money order, cashier's check or by charge card authorization. Personal checks are not accepted. Indicate your payment preference below.
- A deposit is not necessary when you return the application and other required forms. We will be verifying the information included. Incomplete or vaguely completed applications will not be processed.
- Should you be offered the unit to rent, you will be required to pay, in advance, the first month's rent and the security deposit in cash or bank issued cashier's check.
- You must return the forms packet with a photocopy of your State of Hawaii driver's license or State of Hawaii Identification Card that contains your picture. If you are from out-of-state, provide your current state ID and driver's license with picture included. If you are from another country, provide us with a copy of your passport (plus Form I-20 A-B/I-201D If Nonimmigrant (F-1))
- If employed, you must include a copy of your pay stubs/statements for the most recent two-month period.
- You may either mail or deliver the forms packet to Hawaii Realty Management Corporation, 2745 South King Street, Honolulu, HI 96826. Should you choose to deliver the forms packet, we recommend that you enclose the documents together with photocopies of your IDs in an envelope. We are a small company and our office may not be open when you arrive. In that event, you can place the application documents in an envelope and place the envelope in our mail drop in the front door.
- Retain the originals. Should you be offered the unit to rent, the original documents must be provided. This option requires that you select the "Credit Card" application fee payment option below.

### CREDIT REPORT FEE (Payment Method):

- ☐ Cash (Attach to Application Documents) ☐ Money Order/Cashier's Check (Attach to Application Documents)
- ☐ Credit Card (Check one, enter card information & sign below)

☐ Visa

☐ MasterCard

☐ Am Express

Account Number:

Three Digit Code:

Credit Card Mailing Address:

Expiration Date:

Signature (for Credit Card payment):

**THIS APPLICATION PACKET INCLUDES THE FOLLOWING DOCUMENTS:** (1) Completion Instructions, (2) Application, (3) Employment Verification Form, (4) Landlord Questionnaire Form, and (5) Tenant/Applicant Release Form for obtaining a Consumer Credit Report and Background Report on tenant/applicant.

If you have any questions about completing the Rental Application and other forms, please contact us at (808) 798-8614 or [vacancy@hawaiiirealtymanagement.com](mailto:vacancy@hawaiiirealtymanagement.com).

**Applicant hereby acknowledges** receipt of this Application Packet and understands that applicant must complete all required forms and must return the entire package with appropriate fees, if any, when applying to rent an HRM managed unit by signing below and submitting the Application Packet and fees.

Rental Applicant Name (Print):

Date:

Rental Applicant Signature:

SSN:

# RENTAL APPLICATION

(A separate application must be completed by each adult occupant)

Print Clearly

## IMPORTANT:

- Each financially responsible party applying to rent this property must complete a separate Rental Application. Make additional copies, if needed. Your spouse or co-applicant, if any, should complete a separate Rental Application.
- Attach copy of your driver's license or other official State of Hawaii Identification.
- If self-employed, submit your Federal Income Tax Returns for the past two years and your State of Hawaii, General Excise Tax Annual Returns for the past two years.
- Other proposed occupants 18-years and older must complete a rental application even if they are not a rental applicant.

Tel: (808) 798-8614

Email: [info@hawaiiirealtymanagement.com](mailto:info@hawaiiirealtymanagement.com)

**Hawaii Realty Management Corporation**

2745 South King St., Honolulu, HI 96826

This application may be submitted to a credit/background screening service for verification. You must sign this application.

Lease Term Desired <input type="checkbox"/> Six (6) Months <input type="checkbox"/> Twelve (12) Months			Lease Start Date		Application Fee		For Rental Unit Located At:					
Applicant			Work Phone No.		Home Phone No.		Rent Rate:		Security Deposit:			
Social Security No:		Hawaii Driver License:		Cellular Phone No.		Email:						
How Long In Hawaii?		Spouse's Name or Co-Applicant Name(s) (Needed for Credit Information)						Social Security No.				
Proposed Occupants (Non-Applicant)	Children		Age		Social Security No.		Other Occupant Name		Social Security No.			
	Children		Age		Social Security No.		Other Occupant Name		Social Security No.			
Housing Data	Present Address			From:		Landlord's Name		Telephone Number		Rent Paid		
	City			Zip Code		Why Are You Moving?						
	Previous Address			From		To		Landlord's Name		Telephone Number		
	City			Zip Code		Why Did you Move?						
Employment Data	Employer			Address				Supervisor		Phone No.		
	Position?			How Long at Present Job?			Monthly Salary		Housing Allowance Amount		Rotation Date	
	Previous Employer			Address				Supervisor		Phone No.		
	Position?			How Long at Previous Job?			Monthly Salary		Housing Allowance Amount		Rotation Date	
Other Income	Other Income (Monthly)		Source			DSS Assistance		Monthly Amount		Worker's Name		
Bank Data	Bank Name			Branch			Savings Account No.		Checking Account No.			
	Bank Name			Branch			Savings Account No.		Checking Account No.			
Credit And Loan Data	Firm Name		Branch		Account No.		Amount		Mo. Payment		Loan Type	
	Firm Name		Branch		Account No.		Amount		Mo. Payment		Loan Type	
	Firm Name		Branch		Account No.		Amount		Mo. Payment		Loan Type	
Vehicle Information	Automobile (Year)		Make		Model		License No.		Mo. Payment		Loan Company	
	Automobile (Year)		Make		Model		License No.		Mo. Payment		Loan Company	
	Other Vehicle/Motorcycle (Year)		Make		Model		License No.		Mo. Payment		Loan Company	

Personal References	Name of Nearest Living Relative	Relationship	Address	Telephone No.
	Personal Reference (Hawaii Resident)	Telephone No.	Personal Reference (Hawaii Resident)	Telephone No.
Emergency Information	In Case of Emergency, Notify:	Address	Relationship	Telephone No.
Rental Information	Rental Term From: To:	Monthly Rent	Security Deposit	
Receipt	Receipt Is Hereby Acknowledged For the Following:	Security Deposit \$	Rent \$	Credit Check Fee \$

HAVE YOU OR CO-APPLICANT EVER:

	Yes	No	Further Explanation (If any)
Been sued for non-payment of rent?	<input type="checkbox"/>	<input type="checkbox"/>	
Been evicted or asked to move out?	<input type="checkbox"/>	<input type="checkbox"/>	
Been sued for damage to rental property?	<input type="checkbox"/>	<input type="checkbox"/>	
Broken a Rental Agreement or Lease?	<input type="checkbox"/>	<input type="checkbox"/>	
Declared Bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	

Please give any additional information that might help management evaluate our application:

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How did you hear about our property?

If management has any questions about your application, please list phone numbers where you can be reached below:

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I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable on the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements set forth above are true. However, I understand should any statement made above be a misrepresentation or not a true statement of facts, \$100.00 of the deposit may be retained by Hawaii Realty Management Corporation to offset the agent's cost, time, and effort in processing this application.

If this application is accepted, I hereby agreed to deposit, in cash, money order, or cashier's check, an amount equal to one month's rent plus the security deposit as earnest money. Further, I agree to execute a Rental Agreement for the "Lease Term Desired" shown above. Should I fail to execute a Rental Agreement within two (2) business banking day(s) after being notified of acceptance, \$100.00 of the deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my application, including making necessary investigation of my credit, character, and reputation, and for agent's time for drafting the necessary documents in connection with the rental of the subject property.

If this application is not approved and accepted by the owner or agent, I understand that the credit reporting fee (in the amount stated on the Completion Instructions for this Rental Application) will not be refunded. The applicant hereby waives any claim for damages by reason of non-acceptance.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.

The above information, to the best of my knowledge is true and correct.

Manager's Signature	Date:	Tenant Applicant Signature	Date:
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A Property Management Company

Residential and Commercial Property Management  
Commercial Leasing  
Property Management Accounting

# Request for Verification of Employment

**Privacy Notice:** This information is to be used by HRM in determining whether you qualify as a prospective renter under its program. It will not be disclosed outside of HRM. You do not have to provide this information, but if you do not, your application for approval as a prospective renter will be rejected.

**Instructions:** Tenant – Complete items 1, 3, 3a – 3c below for each employer.  
Hawaii Realty Management – Complete items 2 below.  
Employer – Please complete either Part II or Part III as applicable. Complete Part IV and return directly to Landlord named in item 2 below.

## Part I - Request

<b>1. To (Name and address of employer. Include phone and fax number.)</b>			<b>2. From (Name and address of Landlord or its agent)</b>		
Employer Name:			Hawaii Realty Management Corporation		
Address:			2745 S. King Street		
City, State Zip Code:			Honolulu, HI 96826		
Tel:	Fax:	Cellular:	Tel: 808-798-8614		
Email:			Email: <a href="mailto:info@hawaiiirealtymanagement.com">info@hawaiiirealtymanagement.com</a>		
I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.			Landlord's Reference (Optional)		

## 3. Employee Authorization

I have applied for a rental property and stated that I am now or was formerly employed by you. My signature below authorized verification of this information.

3a. Name and Address of Applicant (include employee or badge number in 7a)	3b. Social Security, employee or badge #.	3c. Signature of Applicant
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## Part II – Verification of Present Employment

<b>4. Applicant's Date of Employment</b>				<b>5. Present Position</b>		<b>6. Probability of Continued Employment</b>	
7A. Current Gross Base Pay (Enter Amount and Check Period)				8. For Military Personnel Only		9. If Overtime or Bonus is applicable, is its continuance likely?	
\$				Pay Grade:		Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly				Type		Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly				Monthly Amount		10. If paid hourly – average hours per week:	
7B. Gross Earnings				Rations		11. Date of applicant's next pay increase:	
Type	Year To Date	Past Year 20	Past Year 20	Flight or Hazard		12. Projected amount of next pay increase:	
Base Pay	\$	\$	\$	Clothing		13. Date of applicant's last pay increase:	
Overtime	\$	\$	\$	Quarters		14. Amount of last pay increase:	
Commissions	\$	\$	\$	Pro Pay			
Bonus	\$	\$	\$	Overseas or Combat			
Total	\$	\$	\$	Variable Housing Allowance			
20. Remarks (If employee was off work for any length of time, please indicate time period and reason)							

## Part III – Verification of Previous Employment

15. Date Hired:		17. Salary/Wage at Termination Per (Year) (Month) (Week)	
16. Date Terminated:		Base:	Overtime:
		Commissions:	Bonus:
18. Reason for Leaving:		19. Position Held:	

## Part IV – Authorized Signature

20. Signature of Employer		21. Title (Please print or type)		22. Date	
23. Print or type name signed in item 26		24. Phone No.			



A Property Management Company

Residential and Commercial Property Management  
Commercial Leasing  
Property Management Accounting

# Request to Landlord for Questionnaire Completion

**Privacy Notice:** This information is to be used by HRM in determining whether you qualify as a prospective renter under its program. It will not be disclosed outside of HRM. You do not have to provide this information, but if you do not, your application for approval as a prospective renter will be rejected.

**Instructions:** Tenant – Complete items 1, 3, 3a – 3c below for each employer.  
Hawaii Realty Management – Complete items 2 below.  
Current Landlord – Please complete either Part II or Part III as applicable. Complete Part IV and return directly to Landlord named in item 2 below.

## Part I - Request

<b>1. To (Name and address of current landlord. Include phone and fax number and email address.)</b>			<b>2. From (Name and address of Landlord or its agent)</b>	
Landlord Name:			Hawaii Realty Management Corporation	
Address:			2745 S. King Street	
City, State Zip Code:			Honolulu, HI 96826	
Tel:	Fax:	Cellular:	Tel: 808-798-8614	
Email:			Email: <a href="mailto:info@hawaiiirealtymanagement.com">info@hawaiiirealtymanagement.com</a>	
I certify that this verification has been sent directly to the Landlord names in item 1 above and has not passed through the hands of the applicant or any other interested party.			HRM Reference (Optional)	

## 3. Tenant Authorization

I have applied for a rental property and stated that I am now or was formerly employed by you. My signature below authorized verification of this information.

3a. Name and Address of Applicant (include employee or badge number in 7a)	3b. Social Security, employee or badge #.	3c. Signature of Applicant
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## Part II – Current/Previous Landlord Questionnaire

4. <input type="checkbox"/> Current/ <input type="checkbox"/> Previous Rental Property Address (Street, City, State & Zip):	
5. How long has your tenant rented from you?	
6. What is the current rent paid?	
7. Has tenant given you written notice of his/her intent to vacate your property?	
8. What is tenant's reason for moving?	
9. Does your tenant pay the rent and utilities on time?	
10. Does your tenant smoke?	
11. Has the tenant ever given excuses for late payment? If so, what where they?	
12. Does the tenant pay in person, with a messenger, or by mail?	
13. Has the tenant ever withheld rent? If so, why?	
14. Has the tenant properly maintained the interior and exterior of the property?	
15. Were tenant's children well behaved?	
16. Did tenant keep pets in violation of the lease?	
17. Did tenant allow unauthorized persons to occupy the unit?	
18. Have other tenants or neighbors ever complained about tenant or tenant's guests?	
19. What was the condition of the property when the tenant vacated?	
20. Did the tenant receive all of the security deposit back? If not, why not?	
21. Would you rent to this tenant again?	

## Part III – Previous Landlord Questionnaire

☐ If Previous Landlord is completing this form, please ☐ the box to the left and complete Part II above.

## Part IV – Authorized Signature

22. Signature of Current/Previous Landlord	23. Title (Please print or type)	24. Date
25. Print or type name signed in item 26	26. Phone No.	

## Applicant Consent and Specific Release for Tenant Screening

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my tenant application is complete, true and accurate. I acknowledge that falsification or omission of information may result in immediate dismissal or retraction of any offer of tenancy.

In consideration of the review of my application for tenancy by HAWAII REALTY MANAGEMENT (herein referred to as LANDLORD) I hereby voluntarily consent to and authorize LANDLORD, or its authorized agents bearing this release or copy thereof, to obtain a consumer report for tenancy purposes. I agree that this consumer report may include any of the following:

- I. Banking Verification, Credit Reports, Criminal Records, Employment Verification
- II. Personal Reference Verification, Rental History Verification, SSN Trace, Sex Offenders Verification, and Unlawful Detainer Search

I authorize all persons and organizations that may have information relevant to this research to disclose such information to LANDLORD or its authorized agents. I hereby release LANDLORD, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby further authorize that a photocopy of this authorization will be considered as valid as the original.

I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act ('FCRA'), and may have additional rights under relevant state law. I hereby certify that I have been presented with a summary of my rights as a consumer under the FCRA, and under relevant state law.

### Applicant Information: PRINT CLEARLY

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_  
Date Of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Driver's Lic. No./State: \_\_\_\_\_ / \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Honolulu, HI 96826



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## Satellite

