

# RENTAL APPLICATION

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Homefinders of Hawaii

200 Kanoelehua Avenue, Ste. 100B  
Hilo, HI 96720

Phone: (808) 961-6430 OR (808) 935-7119  
Fax: (808) 935-5830

Please complete this application with all information requested. This application provides the basis for our selection of qualified tenants for the properties we manage. Completing and signing this Rental Application authorizes Century 21 Homefinders of Hawaii to process the application and make the customary credit and reference checks.

We are working to maintain quality rental units and to prevent illegal activity from being conducted in our units. To that end, we have a thorough screening process. We do not tolerate illegal activity including but not limited to; domestic abuse, gambling, drug use, trafficking and or the manufacture of illegal drugs.

Please note that we provide Equal Housing Opportunity and follow Chapter 521 of the Hawaii Revised Statutes, known as the Landlord-Tenant Code, and recommend you review the code to familiarize yourself with your tenant responsibilities.

We do not discriminate against any applicant based on race, sex, color, religion, familial status, age, ancestry, disability or HIV infection.

## PLEASE READ THE FOLLOWING BEFORE SIGNING

1. **There is a \$15 Application Fee for each person over the age of 18 wanting to occupy the potential rental property. This Application Fee will be requested at the time of your selection of a rental property**
2. **YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE APPLICATION FEE.**
3. Please read all items carefully. Incomplete applications will not be processed.
4. At the time of submitting your application, please provide 2 forms of identification for the Property Manager/Agent to photocopy, of which one must be identification issued by a government agency.
5. If you cannot provide rental references from an unrelated party, you may be required to have a co-signer/
6. We must verify your income and rent payment capacity. This may be in the form of paycheck stubs, verbal verification from employers, tax returns, GE tax filings, bank statements, and/or statements of stock dividends, rental income, grants award letters, trust and/or verification from government agencies which provide financial assistance.
7. Credit reports will be run on the person(s) or entities responsible for rental payments.
8. Your application will be denied if you misrepresent any information.
9. You may be denied if, within the last 3 years, you have had a criminal conviction for crimes that involve any type of violence (including Terroristic Threatening) or the manufacture, and/or sale or possession of any illegal drug.
10. We may reject your applications. The Property Manager/Agent may reject the application without stating the reason. Tenant selection is done in accordance with State & Federal Fair Housing Laws.
11. If accepted, Applicant(s) agree to deposit required full Security Deposit, equal to one's month rent, with Property Manager/Agent within (2) two working days of their notification of approval. Without a full Security Deposit, the unit will not be taken off of the rental market and potential applicants will still be screened.
12. Property Manager/Agent will provide Applicant/Tenant with a lease for review and signature. An Inventory Condition and Report Form will be given to Tenant stating the condition of the rental property, at the time of move-in.
13. In the event Applicant/Tenant(s) fails to take occupancy by the lease start date, Property Manager/Agent may use any and all remedies pursuant to Landlord-Tenant code, not excluding retention of part or all of the Security Deposit paid.
14. Property will be occupied by only those persons listed on this application. All persons 18 years and older must complete and sign application for processing and if approved sign lease agreement. All persons on the lease are fully responsible for the rent both jointly and singly.
15. Permission to have pets must be in writing and tenants must agree to all of the terms of the "Pet Addendum". Any pets brought onto the property without written consent constitutes a lease violation, and may result in termination of lease.
16. The undersigned are hereby requesting to be considered for tenancy and agree to abide by all conditions stated on this application and lease if approved. Further, the Applicant(s) certify that all representations made here are true and correct. The Applicant(s) understand and give permission to Century 21 Homefinders of Hawaii to investigate the information provided herein for the purpose of tenant screening.

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## **NOTICE TO APPLICANTS:**

### **CREDIT CHECK**

**THIS APPLICATION WILL BE SUBMITTED TO EQUIFAX INFORMATION SERVICES LLC FOR VERIFICATION. PLEASE FURNISH ALL INFORMATION REQUESTED, USE ANOTHER SHEET IF NECESSARY. YOU MUST SIGN THIS APPLICATION.**

**I HAVE READ THE APPLICATION AND I UNDERSTAND THAT IF I CAUSE A FINANCIAL LOSS TO MY LANDLORD THAT MY NAME MY BE PLACED IN THE FILES OF EQUIFAX INFORMATION SERVICES LLC AND SUCH INFORMATION WILL BE FURNISHED TO SUBSCRIBERS WHO HAVE A BONAFIDE AND LEGAL NEED TO OBTAIN CREDIT OR LEASE OTHER DWELLING UNITS IN THE FUTURE.**

**I, THE APPLICANT, HERBY AUTHRORZIE EQUIFAX INFORMATION SERVICES LLC TO PROVIDE CENTURY 21 HOMEFINDERS OF HAWAII WITH CREDIT INFORMATION REALTING TO MY FINANCIAL SOLVENCY. I, THE APPLICANT, HERBY GIVE MY PERMISSION TO CENTURY 21 HOMEFINDERS OF HAWAII AND EQUIFAX INFORMATION SERVICES LLC TO VERIFY THE ABOVE INFORMATION.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### **AUTHORIZATION FOR RELEASE OF INFORMATION**

**I OR WE AUTHORIZE CENTURY 21 HOMEFINDERS OF HAWAII TO VERIFY BY ALL AVAILABLE MEANS, INCLUDING REPORTS FROM CONSUMER REPORTING AGENCIES BEFORE, DURING AND AFTER TENANCY ON MATTERS RELATING TO MY LEASE, AND INCOME HISTORY AND OTHER INFORMATION REPORTED BY EMPLOYER (S). WORK HISTORY INFORMATION MAY BE USED ONLY FOR THIS RENTAL APPLICATION.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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Desired rent amount per month \_\_\_\_\_

Total Number of Occupants \_\_\_\_\_

County Housing? \_\_\_\_\_ Yes \_\_\_\_\_ No

If County Housing applicable then please turn in your Voucher & Work Sheet.

### **APPLICANT:**

Name \_\_\_\_\_

Phone(hm) \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

How Long? \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Additional Monthly Income \_\_\_\_\_

Source \_\_\_\_\_

**Names of all other persons to occupy unit:** *(attach additional sheet if needed)*

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

### **REFERENCE INFORMATION:**

Current Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

Rent Amount Paid \_\_\_\_\_

Reason for move \_\_\_\_\_

Past Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

Rent Amount Paid \_\_\_\_\_

Reason for move \_\_\_\_\_

### **PERSONAL REFERENCES (MUST LIST TWO):**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### **CO APPLICANT:**

Name \_\_\_\_\_

Phone(hm) \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

How Long? \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Additional Monthly Income \_\_\_\_\_

Source \_\_\_\_\_

Social Security # \_\_\_\_\_

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Social Security # \_\_\_\_\_

Social Security # \_\_\_\_\_

Social Security # \_\_\_\_\_

Past Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

Rent Amount Paid \_\_\_\_\_

Reason for move \_\_\_\_\_

Past Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

Rent Amount Paid \_\_\_\_\_

Reason for move \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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## **ADDITIONAL INFORMATION:**

Do you own any Pets? \_\_\_\_\_  
Do you own a waterbed? \_\_\_\_\_  
Automobile Make & Model \_\_\_\_\_  
Do you have an email address? \_\_\_\_\_  
May we contact you by email? \_\_\_\_\_

What Type, How Many? \_\_\_\_\_  
Automobile Make & Model \_\_\_\_\_  
Automobile Make & Model \_\_\_\_\_  
email #2 \_\_\_\_\_  
cellphone/phone#2 \_\_\_\_\_

## **APPLICANT SIGNATURES: (authorizing information to be true and correct contained in this application)**

**Applicant** \_\_\_\_\_

Date \_\_\_\_\_

**Applicant** \_\_\_\_\_

Date \_\_\_\_\_

**Applicant** \_\_\_\_\_

Date \_\_\_\_\_

**Applicant** \_\_\_\_\_

Date \_\_\_\_\_

**Applicant** \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SIGN YOUR APPLICATION! FAILURE TO SIGN WILL RESULT IN YOUR APPLICATION BEING DENIED.**