

# RENTAL APPLICATION INSTRUCTIONS

## PROPERTY MANAGEMENT

1051 Keolu Drive, Suite 107 · Kailua, Hawai'i 96734 · TELEPHONE: (808) 237-5306 · Facsimile: (808) 254-6162

**RE/MAX Kai Lani, Inc. and all of its agents & property managers strongly support and abide by ALL Federal, State, and County fair housing and anti-discrimination laws.**

### To facilitate your application:

- There is a non-refundable \$25.00 application fee for each applicant, payable to RE/MAX Kai Lani.
- Fully complete, sign and date the rental application. It is *your responsibility* to ensure that the information provided is correct, legible, and suitable for faxing. If any information is missing from the application (i.e., telephone numbers, previous landlords name, signatures, etc.) the application will be considered Incomplete and will not be processed.
- All occupants 18 years and older must submit their own completed, signed and dated application.
- We prefer that telephone contact information for all references also include a verifiable land-line in addition to cellular number.
- It is vital that we be able to contact your references. Please provide preferred calling times and numbers, *and inform your references that they will be called.*
- If you have any issue affecting your application that you would like to explain or clarify, you may provide a written explanation or discuss it with us privately.
- *Applications are processed on a first-come, first-served basis.* The first tenant(s) that meets our criteria will be awarded the unit. Applications may be faxed to 254-6162, or can be delivered to our office: 1051 Keolu Drive, Suite 107 Kailua, Hawai'i 96734.
- Feel free to attach additional information on a separate sheet and submit it with your application.

### EVALUATION CRITERIA:

**Terms of Lease:** Applicants for a one year lease will be considered ahead of applicants for a six-month lease or a month-to-month lease. Applicants for a six-month lease will be considered ahead of applicants for a month-to-month lease.

**Employment:** Are you gainfully employed at a permanent/long-term position?

**Income:** Is your income sufficient to cover all of your expenses and also pay your rent and utilities in a timely manner, on a long-term basis?

**Credit History:** Does your credit history show that you are financially responsible and that you pay your debts on time? Credit reports must have an EMPIRICA or FICO score of 600 or better. In the event there are two unrelated applicants each with EMPIRICA or FICO score below 600, but the aggregate income of the two (or more) applicants can be supported as being adequate to guarantee their ability to cover tenant living expenses, rent and utilities, the Property Manager may consider applicants where at least one of the applicants has an EMPIRICA or FICO score of 575 or better.

**Prior landlord references:** Prior landlord references are extremely important, therefore provide as many as you have available, complete with addresses, telephone numbers and other contact information. Use additional pages required.

**Personal references:** Personal references are very important. We prefer to have professional, work, community, and similar references rather than personal friends and relatives. Use additional pages as required.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





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***Non-Refundable application Fee \$25.00 per applicant!***

Date:	Agent:	Phone:	Fax:	Property Code:		
Address of Rental Unit:			Pets:	Smoking:	Other:	
APPLICANTS	Applicant Name		Day Phone	E-Mail Address	Social Security:	
	Spouse/Co-Applicant Name:		Day Phone	E-Mail Address	Social Security:	
	Other Occupant:		Day Phone	Social Security:		
	Other Occupant:		Day Phone	Social Security:		
HOUSING DATA	Present Address:	From:	To:	Landlord:	Phone:	Rent:
	City:	State:	Zip:	Reason for moving:		
	Previous Address:	From:	To:	Landlord:	Phone:	Rent:
	City:	State:	Zip:	Reason for moving:		
EMPLOYMENT DATA	Employer:	Address:		Supervisor:	Phone No.:	
	Position Held:	From:	To:	Salary:	Housing Allowance:	Rotation Date:
	Previous Employer:	Position Held		How Long?	Supervisor:	Phone No.:
	Spouse/Co-Applicant's Employer:	Address:		Supervisor:	Phone No.:	
	Position Held:	From:	To:	Salary:	Other Income:	Source:
PERSONAL REFERENCE	Name of Nearest Living Relative:		Relationship:	Address:		Phone:
	Personal Reference:		Relationship:	Address:		Phone:
	In Case of Emergency, Notify:		Relationship	Address:		Phone:

I/We have read and filled out the above form and hereby authorize any consumer reporting agency to provide RE/MAX Kai Lani with consumer reports relating to me/us. I/We hereby give my/our permission for RE/MAX Kai Lani to verify the above information. I/We understand that I/We will not hold any credit reporting agency liable for any decision made by RE/MAX Kai Lani or any of their Personnel, Realtors or Agents based on the information obtained during the processing of this application.

_____ Rental Agent/Manager Signature			_____ Date	_____ Applicant Signature		_____ Date
_____ Security Deposit	_____ Monthly Rent	_____ Rental Term	_____ Effective Date of Lease	_____ Co-Applicant		_____ Date
_____ Credit Report Completed By			_____ Date			



Revised July 29, 2009

[WWW.RXKL.COM](http://WWW.RXKL.COM)

Each RE/MAX office is independently owned and operated.