



Rental Application Requirements

The following documents **MUST** be submitted **WITH** your application before processing:

1. Signed and completed application for each applicant 18 & older
2. Legible copies of a photo ID & Social Security Card (*see list of acceptable forms of ID at the bottom of this page*).
3. Income verification (*see list of acceptable forms of Income Verification at the bottom of this page*).

Please be informed that we will NOT process applications without the application fee payment.

Guidelines for Renting a Property

1. Applicants **MUST** preview the property prior to processing the Rental Application.
2. Everyone over the age of 18 that will be residing within the property must complete a Rental Application and provide the appropriate supporting documents.
3. Combined gross monthly income **MUST** be three (3) times the amount of rent due monthly.
4. All applicants **MUST** pay a non-refundable Application processing fee of \$20.00 per applicant. Please submit your check along with your application. Payment **MUST** be in the form of a check made payable to 'Hawaiian Properties, Ltd.'
5. **Approved applicants will need to sign up for our automatic monthly rent payment program (Surepay).**
Non-participation will result in a monthly convenience fee charge of \$25.00.

Application Processing

- We will process your application immediately if the application fee(s) is paid.
- **PLEASE DO NOT CALL OUR OFFICE** – We will contact the applicant who has been selected to rent the property. If you do not hear from us, please assume that your Rental Application has not been accepted.
- Applicant will be conditioned upon the following criteria:
 - Income verification – must be sufficient to pay monthly rent, utilities, living expenses, etc.
 - Satisfactory credit history & background check
 - Present and previous references
- If you feel you meet the requirements listed above, please apply.

Acceptable Application Documents

- Photo Identification:
 - Valid Driver's License, State ID or Passport
- Verification of Income:
 - Most recent paystubs – minimum of two (2); or an official letter from your employer/manager stating your monthly or annual salary.
 - A copy of your latest signed State and/or Federal Tax Return; or
 - General Excise Tax Return for Self-Employment; or
 - Earnings Statement from a Certified Public Accountant

THANK YOU FOR YOUR COOPERATION

Hawaiian Properties Ltd.

1165 Bethel St, 2nd floor ♦ PO Box 38078, Honolulu, HI 96837-1078

Tel: (808)539-9777 ♦ Fax: (808)521-2714

Hawaiian Properties, Ltd. is an equal opportunity housing agency. We do not discriminate based on race, sex, color, religion, marital status, familial status, sexual orientation, ancestry, age or HIV infection.





HAWAIIAN PROPERTIES, LTD.

1165 Bethel Street, Suite 2M · P.O. Box 38078
Tel: (808) 539-9777 · Fax: (808) 521-2714

RENTAL APPLICATION

ADDRESS: _____

PLEASE REFER TO THE APPLICATION INSTRUCTIONS LISTED ON THE BACK OF THIS PAGE. PLEASE PRINT, COMPLETE & ANSWER EACH SECTION. IF NOT APPLICABLE, WRITE "N/A" IN THE SPACE PROVIDED. PLEASE SIGN AND DATE THE APPLICATION. A \$20 APPLICATION FEE WILL BE CHARGED TO ALL APPLICANTS. THIS WILL BE COLLECTED WITH YOUR APPLICATION.

APPLICANT'S NAME: (Last, First & Initial)	SOCIAL SECURITY NO. OR ALIEN REGISTRATION:
CO-APPLICANT'S NAME: (Last, First & Initial)	SOCIAL SECURITY NO. OR ALIEN REGISTRATION:

ADDRESS	(NO.)	(STREET)	(APT)	(CITY)	(STATE)	(ZIP)
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APPLICANT'S HOME OR CELL PHONE #: _____ BUS. PHONE # _____
EMAIL: _____

CO-APPLICANT'S HOME OR CELL PHONE #: _____ BUS. PHONE # _____
EMAIL: _____

CURRENT LANDLORD: _____ CONTACT NUMBER(S): _____ EMAIL: _____
HOW LONG AT PRESENT RENTAL ____ YRS. ____ MOS. CURRENT RENT: \$ _____ REASON FOR MOVING? _____
PREVIOUS LANDLORD: _____ PREVIOUS ADDRESS: _____
HOW LONG AT PREVIOUS RENTAL? ____ YRS. ____ MOS. RENT: \$ _____ PREVIOUS LANDLORD CONTACT NUMBER: _____

Applicant's Employer:	Address:	Gross Income Amt.:	Bus. No:
Other Income (Type):	Address:	Gross Income Amt.:	Bus. No:
Co-Applicant's Employer:	Address:	Gross Income Amt.:	Bus. No:
Other Income (Type):	Address:	Gross Income Amt.:	Bus. No:

EMERGENCY CONTACTS		
NAME & RELATION TO APPLICANT(S)	ADDRESS	CONTACT NUMBER
1.		
2.		

I, the undersigned, certify that all of the information in the application is true and correct to the best of my knowledge and is submitted for the purpose of obtaining a rental unit. I authorize Hawaiian Properties, Ltd. to verify all information contained herein and agree that this application and related verifications and statements shall remain the property of Hawaiian Properties, Ltd.

I have read the above form and I understand that if I cause a financial loss to my landlord, that my name and other pertinent information that we have on file may be sent to an attorney for collection or to a collection agency. Such information will be furnished to subscribers who have a bonafide and legal need to make an inquiry. I also understand that causing a financial loss may limit my ability to obtain credit or lease other dwelling units.

I hereby authorize consumer reporting agencies to provide you with consumer reports relating to me.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE