



Property Management Division

614 Kapahulu Avenue #102; Honolulu, Hawaii 96815 Telephone: (808) 738-3100 Fax: (808) 735-1978

RESIDENTIAL RENTAL APPLICATION

Date of this application: For property at: STATE DESIRED OCCUPANCY DATE:

NAME: [Last name] [First name] [Middle initial] (Social Security Number)

HOME TELEPHONE NUMBER BUSINESS PHONE NO

SPOUSE: [Last name] [First name] [Middle initial] (Social Security Number) BUSINESS PHONE NO

PLEASE LIST OTHER PROPOSED OCCUPANTS BELOW: (Other adult co-occupants must complete a separate application.)

Other occupant name Social security # Other occupant name Social security #

Do you have any pets? YES NO

Are there smokers in your household? YES NO

HOUSING INFORMATION

Table with 3 columns: Description, LIST CURRENT HOUSING INFORMATION BELOW, LIST PRIOR HOUSING INFORMATION BELOW. Rows include ADDRESS, City, State, Country, Zip Code, Landlord's Name, Landlord's Phone Number, List your rental amount, List the dates that you lived here, Why are you moving?

CURRENT EMPLOYMENT INFORMATION

Table with 3 columns: Description, APPLICANT'S EMPLOYER INFORMATION, SPOUSE'S EMPLOYER INFORMATION. Rows include Position Held, Employer's Name, Employer's Address, Employer's Telephone Number, Name of Supervisor, How long in present job, Gross monthly income, Are you a SALARIED employee?, Are you paid HOURLY?, Average # of hours worked per month, State your housing allowance, When is your rotation date?

FOR MILITARY APPLICANT(S):

OTHER INCOME

Please report below if anyone on this application receives income from the following sources and also list the gross amount(s) received.

Table with 3 columns: NAME OF RECIPIENT OF OTHER INCOME, SOURCE OF OTHER INCOME, MONTHLY AMOUNT. Rows include \$ per mo, \$ per mo

REFERENCES

Name of NEAREST LIVING RELATIVE: Relationship:

Address: Home phone Work phone

Name of PERSONAL REFERENCE (Hawaii resident):

Address: Home phone Work phone

ACKNOWLEDGMENT, AUTHORIZATION, AND AGREEMENT

- I/we have read this Rental Application and I/we understand that if I/we cause a financial loss to my/our Landlord, such information will be furnished to subscribers who have a bonafide and legal need to make an inquiry. I/we also understand that causing a financial loss may limit my/our ability to obtain credit or lease other dwelling units. I/we authorize Prudential Locations LLC (the Property Manager) to verify my past and present employment earnings, present and past landlord records, and any other information needed to process my/our rental application. I/we further authorize Prudential Locations LLC to order a consumer credit report and to verify other credit information. I/we understand that should you have to place long-distance calls to verify the information provided here, I/we will pay for the cost of the long-distance calls.

CERTIFICATION: I/we certify that the information in this application is true and correct and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may be reason for denial of rental housing.

Applicant's signature Date

Applicant's signature Date

APPLICATION FEE: Receipt of application fee is hereby acknowledged. \$

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**NOTICE TO PROSPECTIVE TENANTS:** We take pride in placing the most qualified tenants into our rental properties. To minimize any miscommunication regarding our minimal eligibility requirements, please take a few moments to review our rental policy described below. If you have a concern regarding the policy and/or procedures listed below, please feel free to contact our office for clarification. *Thank you for your cooperation!*

## FAQ's About Our RENTAL POLICY

1. Do you allow pets?  
Sorry...NO PETS ARE ALLOWED IN OUR RENTAL LISTINGS.
2. Do you allow waterbeds?  
WATERBEDS ARE NOT PERMITTED as they present a potential threat to property damage.
3. What does it cost me to apply for a rental property managed by your company?  
A *non-refundable* fee application fee is payable when your application is submitted.  

BASIC APPLICATION FEE:	\$20.00 per applicant
ADDITIONAL APPLICANT:	\$10.00 EACH ADDITIONAL APPLICANT
5. What information must I provide you with in order for you to determine my credit worthiness?  
The Rental Application must be completed **IN FULL**. **Incomplete applications may not be processed.**
  - ALL adult applicants MUST sign the application [including husband AND wife]
  - LIST telephone numbers of present AND previous landlords
  - LIST accurate social security numbers of all adult applicants
  - LIST complete addresses, including APARTMENT NUMBER, CITY, STATE, ZIP CODE
6. How do you verify that I am the person actually applying for a rental property with your firm?  
PHOTO ID We require that you present a valid Hawaii driver's license, social security card, or military identification for verification purposes.
7. Will you require that I first preview the property that I am interested in renting?  
Yes, all applicants are required to PREVIEW the Property prior to submittal of Rental Application. This requirement saves your time and ours in processing applications for those persons who have actually seen the property and are ready to move when notified of application approval.
8. How long will it take you to process my rental application?  
Please allow us a MINIMUM of **2 business days** to process your application.
9. Will you notify me if my application is not approved?  
*Due to time constraints, we may only contact the applicant who has been approved by us. If you do not hear from our office within 5 business days, you may safely conclude that the Leasing Committee did not approve your application.*
10. What documents will you require of self-employed persons?  
Self-employed applicants will be required to provide us with verification of your present income. The following must be submitted together with this Rental Application:
  - Copies of your Hawaii State General Excise Tax return; or
  - Prior 2 years Federal tax return; or
  - Earnings statement prepared by a certified public accountant.
 Please be prepared to provide additional income verification, if requested.
11. How does your Leasing Committee determine eligibility and approval of an application?  
Approval of rental applications is based upon the following criteria. If you anticipate a problem in any ONE of the following, you may safely assume that your application may not meet our minimum qualifying standard and, therefore, may not be approved.
  - INCOME** Your financial capability to afford the monthly rent is very important to the landlord, and us therefore, your **gross income must be 3 times more than the rental amount.**
  - CREDIT HISTORY** Your credit rating is an indication that you will remit rents in a timely fashion. The following are not acceptable: judgments, liens, collections, history of delinquent payments and any other derogatory report on your credit report.
  - EMPLOYMENT** **We are concerned that you will remain gainfully employed during your tenancy and also that your income will be adequate so you will pay your rent on time.** Your employer will be asked to verify your salary AND the prospect for your continued employment.
  - LANDLORD REFERENCES** We will confirm your tenancy, rental payment history, and other information pertinent to your current and prior housing arrangements
  - OTHER REFERENCES** Resident Managers provide us with verification of your residency in their building
12. What is Meagan's Law?  
Meagan's Law requires the Landlord to give you information of where you may obtain sex offender registration records. Sex-offender registration information is available at the following locations during regular business hours. Viewing the information is free. Certified copies of each record cost \$5.00. This cost may vary.
  - Hawaii Criminal Justice Data Center, 465 South King Street;
  - Honolulu Police main station (Records and ID Division), 801 South Beretania Street;
  - Maui police station (Wailuku), 55 Mahalani Street;
  - Kauai police station (Lihue), 3060 Umi Street;
  - Big Island police station (Hilo), 349 Kapiolani Street.

It is our policy not to unlawfully discriminate in any real property transaction, including any decisions related to the use of any residential unit, facility, and/or service at any and all properties under Prudential Locations LLC, Property Management Division's management program due to an individual's

Race	Marital status	Age	Religion
Sex	Familial status	HIV (Human immunodeficiency virus) infection	
Color	Ancestry	Disability	

as stated in Hawaii Revised Statutes, Chapter 515 and Title VIII of the Civil Rights Acts of 1968, as amended by the Fair Housing Amendments of 1988.

NOTICE: At our discretion, we may deny your application for the following reason(s): giving us false or inconsistent information or for your failure to cooperate. We also may deny you if you threaten or bribe us.