



**RENTAL APPLICATION**  
**Hawaii Association of REALTORS® Standard Form**



**COPYRIGHT AND TRADEMARK NOTICE:** This copyrighted Hawaii Association of REALTORS® Standard Form is licensed for use by the entire real estate industry on condition that there shall be no alteration of the printed portions, pagination, or paragraph numbers or breaks. The use of this form is not intended to identify the real estate licensee as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS® and who subscribe to its Code of Ethics.

**INSTRUCTIONS: The following is an explanation of the Rental Application process:**

**Application:**

- Each adult applicant must complete Rental Application.
- List the names of all occupants (including minors).
- There is a non-refundable application fee of \$ \_\_\_\_\_ **per adult applicant.**  
(Application fee is payable to \_\_\_\_\_ . [ ] personal check [ ] cashier's check  
[ ] cash [ ] money order [ ] electronic payment [ ] \_\_\_\_\_)
- **Verification of employment and income** must be provided (i.e. copy of current pay stub, tax returns, bank statements, etc.).
- Provide any additional information (i.e. letters of reference, etc.).
- Picture ID required.

\*\* Any information missing from the Rental Application (i.e. telephone numbers, previous landlord's name, signatures, etc.) or if Rental Application fee is not received; the Rental Application will be considered **INCOMPLETE and will NOT be processed.**

**Submitting Rental Application: (Choose only one)**

- Hand deliver or mail to management office at:  
Company name and address \_\_\_\_\_
- Fax number \_\_\_\_\_
- Email directly to: Agent's name \_\_\_\_\_ Agent's email address \_\_\_\_\_

\*\* When faxing or emailing Rental Application, please make arrangements to get monies for the Rental Application fee either dropped off, mailed to management office, or \_\_\_\_\_

**Processing:**

- Once a completed Rental Application is submitted, processing time will vary depending on various factors.
- Co-signers for an applicant must provide their own completed Rental Application, fee, and verification of income.
- Rental Applications are evaluated based on credit, income qualifications, and rental history.
- Rental Application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Applicant understands that more than one application on this rental property may be received and considered.

\*\* **Once approved, the applicant must respond and set a time within 24 hours to sign a Rental Agreement and pay the deposit or offer to rent may be rescinded.**

\*\* **Managing Agent may require Renter's Insurance prior to occupancy.**

**At the time of signing the Rental Agreement, a picture ID is required. Payment for a security deposit is payable by [ ] personal check [ ] cashier's check [ ] cash [ ] money order [ ] electronic payment [ ] \_\_\_\_\_**



**RENTAL APPLICATION**

Rental Application fee of \$ \_\_\_\_\_ **per adult applicant.** Received by: \_\_\_\_\_  
Amount rec'd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Payment method: \_\_\_\_\_

Rental Property Location: \_\_\_\_\_ Prop Code: \_\_\_\_\_  
When would you like to move in? \_\_\_\_\_ Desired length of lease \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

**Proposed Tenants/Occupants (one application per adult)**

**Full Name** (First MI Last): \_\_\_\_\_ SS# \_\_\_\_\_  
State Driver's License# \_\_\_\_\_ State ID# \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_ , \_\_\_\_\_  
Email address(s): \_\_\_\_\_

**List all**

Other Occupant: \_\_\_\_\_  
Other Occupant: \_\_\_\_\_  
Other Occupant: \_\_\_\_\_

Will any animals be living with you? Please explain: \_\_\_\_\_ weight/age \_\_\_\_\_  
Note: Pets require prior written approval and possible additional deposit.

**Housing Information:**  
**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email address \_\_\_\_\_  
Move in date: mo \_\_\_\_\_ yr \_\_\_\_\_ Move out date: mo \_\_\_\_\_ yr \_\_\_\_\_  
Amount of rent paid: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email address \_\_\_\_\_  
Move in date: mo \_\_\_\_\_ yr \_\_\_\_\_ Move out date: mo \_\_\_\_\_ yr \_\_\_\_\_  
Amount of rent paid: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

**Personal Information:**  
1) Does anyone in your party smoke? Yes [ ] No [ ]  
2) Do you carry Renter's Insurance Yes [ ] No [ ]  
The property owner carries insurance on the **dwelling only.**  
3) Have you declared bankruptcy or had a foreclosure in the past seven (7) years? Yes [ ] No [ ]  
4) Have you had any late payments in the past year? Yes [ ] No [ ]  
5) Have you ever been evicted? Yes [ ] No [ ]  
If yes, explain \_\_\_\_\_  
6) Have you ever been convicted of or pleaded guilty or "no contest" to a felony? Yes [ ] No [ ]  
If yes, explain \_\_\_\_\_  
Have you been a party to any litigation in the past 10 years? Yes [ ] No [ ]  
7) Where did you learn about this property? \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S INITIALS & DATE

**Employment Information:**

Status  Full Time  Part Time  Full Time Student  Part Time Student  Unemployed  
 Self Employed  Retired

**Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

**Other Income:** \$ \_\_\_\_\_ Source: \_\_\_\_\_

**Housing Assistance:** \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Case Worker's Name:** \_\_\_\_\_ Phone #: \_\_\_\_\_

**Military Personnel Only:**

Branch of Service: \_\_\_\_\_ Duty Station: \_\_\_\_\_ Rank: \_\_\_\_\_

Length of Service: \_\_\_\_\_ yrs. Date of Rotation: \_\_\_\_\_ Housing Allowance: \_\_\_\_\_

Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Bank Data:**

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking  Savings

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking  Savings

**Auto Data:**

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Personal References (Hawaii Resident Preferred):**

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Nearest Living Relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I HEREBY AUTHORIZE CONSUMER REPORTING AGENCIES TO PROVIDE YOU WITH CONSUMER REPORTS RELATING TO ME. I HEREBY GIVE MY PERMISSION FOR YOU TO VERIFY ALL INFORMATION. I HEREBY CERTIFY THAT ALL THE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language, but there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES. This means that the Hawaii Association of REALTORS® is not liable to any Seller, or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply)