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*Aloha*  
**Paradise Realty Inc.**

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## **Rental Procedures:**

If you are interested in a rental that is currently available through Aloha Paradise Realty: You can (a) fill out the Rental Application attached or (b) you can fill out the Rental Application online at [www.aprhi.com](http://www.aprhi.com), let me know which property you are interested in renting, follow the procedures listed below and we will process your application.

Applications are processed on a First Come, First Serve Basis. Processing of an application will take 24 to 48 hours from the time it is submitted. Applications will not be processed unless they are complete.

A Complete Application consists of the following:

1. Signed by any person over 18 years of age that will occupy the subject property.
2. Married couples must complete two applications; one per individual. Each applicant must sign the bottom of the application.
3. Social Security Numbers, Current Employment, Current and Past Landlord information must be provided. The more information on the application will assist in making a decision and processing time is shorter. Leaving blank sections may result in non-processing of an application.
4. If active duty military, a current LES must be included. Civilians must provide the last months (usually 2) pay stubs from Employer. If you are retired and/or receiving Social Security or another form of income please provide proof of such income by bank statement or other similar document.
5. Picture ID either in the form of a state id, military id, drivers license AND one other form of Identification (SS Card, Credit Card, etc) to be provided at the time of submitting the application. Copy to be taken after approval of application (at the time of signing your Rental Application).
6. Copy of Current Vehicle Registration and Insurance to be taken after approval of application (at the time of signing your Rental Application).
7. Processing Fee: \$18.00 per adult (Credit/Debit Card Payment, Cashier's Check or Money Order)
8. All information can be provided via fax to 808.676.3412 or mailed/dropped off at our Office Waipio at 94-1036 Waipio Uka Street Suite 104C (to the right of Foodland in the Gentry-Waipio Center), Waipahu, HI 96797. Funds due can be mailed or dropped off.

Should you decide to submit your application via internet you are aware that the site is not a secure site. By reading these procedures and submitting your personal information via internet access you

simultaneously agree to hold Aloha Paradise Realty Inc. harmless of any personal information being compromised. To avoid this from happening it is recommended to submit all information via fax or dropping the information off in person, or at the very least, completing the application less any 'security sensitive' information and calling that information in after the fact to be added to your application. If you have any questions please call.

9. From the time you are notified that you have an accepted, complete application, you have 24 hours to respond on whether or not you will take occupancy of the home. From the time that you confirm that you will take occupancy of the home you have 24 hours to bring in your Security Deposit. These are maximum requirements. Security Deposit remittal and Occupancy date can coincide depending on any one particular homes/tenants situation.

If you have any questions or concerns please give us a call.

If there is any time between submitting your Security Deposit and taking occupancy of the Property: Once your Security Deposit has been collected the Property is considered "Rented". The Property is removed from "Active Advertising" and Potential Tenants are told that the home is no longer available. The Security Deposit is held as a security for the Property. Should you not take occupancy on the date agreed upon the Security Deposit will be held as Rent until the Property re-rents. Rent is pro-rated on a 30 day month regardless of the number of days in the particular month in question. Should a New Tenant take occupancy on or before the aforementioned date of occupancy you were supposed to move in on, there is no penalty. Example: (Scenario Base) Property is \$1000/mo Available as of January 1st. Your application is submitted on December 15th. You are approved. You submit your Security Deposit on December 20th. You are scheduled to take occupancy on January 10th. You change your mind and do not take occupancy. You tell Aloha Paradise Realty on January 1st you will not be taking occupancy. (Scenario 1) Aloha Paradise Realty finds, processes and accepts a New Tenant to take occupancy on or before January 10th. No penalty; Full Security Deposit is refunded to you. (Scenario 2) Aloha Paradise Realty finds, processes and accepts a New Tenant to take occupancy on January 15th. You are responsible for 5 days of rent.  $\$1000 / 30 \text{ days} = \$33.34 \text{ per day}$ . The penalty deducted from your Security Deposit is \$166.70 (even though January has 31 days).

If you have any questions or concerns please give us a call. For an updated list of available rentals and interior photos of most, please visit:

[www.APRHI.com](http://www.APRHI.com)

I/We, \_\_\_\_\_ have received and read the two page Rental Procedures (outlined above).

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

# RENTAL APPLICATION

**PLEASE NOTE:** A non-refundable\* processing fee of \$ 18.00 must be submitted with this Rental Application.  
\*Refundable only if Landlord chooses to rent to another applicant prior to processing this Application.

INSPECTION OF DRIVER'S LICENSE AND SOCIAL SECURITY NUMBER IS REQUIRED. Verified by \_\_\_\_\_ Date \_\_\_\_\_

DRIVERS LICENSE INFORMATION (state/province & number): \_\_\_\_\_

**Please complete all sections legibly. Separate applications must be submitted by each applicant over 18 (including spouse) who will be residing at these premises.**

Address of premises to be rented: \_\_\_\_\_ Apt. # \_\_\_\_\_ Monthly rental amount: \$ \_\_\_\_\_

Full legal name: \_\_\_\_\_ Maiden/Other names used: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security number: \_\_\_\_\_

Current home phone: ( ) \_\_\_\_\_

Current address: \_\_\_\_\_  
(Street/P.O. Box) (Apt.#) (City) (State) (Zip)

Date you moved in: \_\_\_\_\_ Monthly pmt.: \$ \_\_\_\_\_ [ ] rent [ ] own Have you given proper written notice to terminate? [ ] yes [ ] no  
(month/year)

If no, please explain: \_\_\_\_\_

Current Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Current Landlord's phone: ( ) \_\_\_\_\_ Your reason for moving: \_\_\_\_\_

Please list **ALL** other occupants who will be living with you:

1) Name: \_\_\_\_\_ 2) Name: \_\_\_\_\_ 3) Name: \_\_\_\_\_ 4) Name: \_\_\_\_\_

5) Name: \_\_\_\_\_ 6) Name: \_\_\_\_\_ 7) Name: \_\_\_\_\_ 8) Name: \_\_\_\_\_

Do you or any of the above persons smoke? [ ] yes [ ] no Do you or any of the above persons use illegal drugs? [ ] yes [ ] no

If you have lived at the above address for less than 5 years, please list your 2 previous residences, starting with the most recent:

Previous Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Monthly pmt.: \$ \_\_\_\_\_ [ ] rent [ ] own

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
(month/year) (month/year)

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Monthly pmt.: \$ \_\_\_\_\_ [ ] rent [ ] own

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
(month/year) (month/year)

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Do you have or intend to have any pets? [ ] yes Type \_\_\_\_\_ [ ] no ...any water-filled furniture or aquariums? [ ] yes [ ] no

Are you currently on parole or probation anywhere? [ ] yes [ ] no. If yes, please explain and give the name and phone number of your officer:

Current occupation: (Military applicants please go to "Military Service" section below)

Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date you began(mo/year): \_\_\_\_\_ Monthly gross pay: \$ \_\_\_\_\_

Job title and duties: \_\_\_\_\_

(Over, please)

If you have been with your present employer for less than 5 years, please list your 3 previous employers, starting with the most recent:

1) Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date you began(mo/year): \_\_\_\_\_ Date you left(mo/year): \_\_\_\_\_

Job title and duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Monthly gross pay: \$ \_\_\_\_\_

2) Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date you began(mo/year): \_\_\_\_\_ Date you left(mo/year): \_\_\_\_\_

Job title and duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Monthly gross pay: \$ \_\_\_\_\_

3) Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date you began(mo/year): \_\_\_\_\_ Date you left(mo/year): \_\_\_\_\_

Job title and duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Monthly gross pay: \$ \_\_\_\_\_

Military Service: Branch: \_\_\_\_\_ Rank/rate: \_\_\_\_\_ Date enlisted (mo/year): \_\_\_\_\_ MOS/Specialty: \_\_\_\_\_

Monthly take-home pay:\$ \_\_\_\_\_ Address of duty station: \_\_\_\_\_

Commanding Officer's name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Source(s) and amount(s) of any other income: (please be specific) \_\_\_\_\_

Checking Account: Name of bank: \_\_\_\_\_ Branch: \_\_\_\_\_ City/State: \_\_\_\_\_

Account number: \_\_\_\_\_ Current balance:\$ \_\_\_\_\_ Date account was opened(mo/year): \_\_\_\_\_

Savings Account: Name of bank: \_\_\_\_\_ Branch: \_\_\_\_\_ City/State: \_\_\_\_\_

Account number: \_\_\_\_\_ Current balance:\$ \_\_\_\_\_ Date account was opened(mo/year): \_\_\_\_\_

Major credit card: \_\_\_\_\_ Account number: \_\_\_\_\_ Current balance:\$ \_\_\_\_\_ Avg. monthly pmt.\$ \_\_\_\_\_

Other credit reference: \_\_\_\_\_ Account number: \_\_\_\_\_ Current balance:\$ \_\_\_\_\_ Avg. monthly pmt.\$ \_\_\_\_\_

Vehicle(s): Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate number: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate number: \_\_\_\_\_ State: \_\_\_\_\_

Description of any other vehicle (car, boat, trailer, recreational vehicle, etc.) you would like to keep on the premises (prior written permission separate from this application must be obtained from Landlord): \_\_\_\_\_

Emergency Contact: In case of emergency notify:

(Name)

(Address/City/State)

(Phone)

(Relationship)

**Authorization:**

The undersigned applicant hereby declares that all information provided on this Rental Application is true and correct to the best of his/her knowledge. Applicant hereby authorizes the owner, manager, or his/her agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. Applicant understands that this verification process may include obtaining a tenant performance / credit report from various consumer reporting sources and specifically authorizes the Landlord to obtain such reports as allowed by the Fair Credit Reporting Act. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant further acknowledges that any false information contained herein will void this application and terminate any rental agreement.

(Printed legal name of applicant)

(Signature of applicant)

(Date)

**NOTE:** If you are selected as a tenant, the Landlord, as a subscriber of RPOA, has the authority to submit an adverse report on your future tenant performance to national tenant/credit bureaus, as provided for in the Fair Credit Reporting Act. The report may affect your consumer (credit) evaluation as well as your obtaining future rental housing.

