

Rental Application Criteria

PLEASE READ THROUGH ALL REQUIREMENTS BEFORE SUBMITTING.
APPLICATION FEE: \$30.00 PER PERSON.

Thank you for your interest and applying for an available rental with Property Professionals Hawaii LLC (PPH). All fields are required must contain the relevant information. In addition to the rental application questions, you will also be required to submit proof of income, a valid photo ID and additional supporting documentation if applicable.

Only fully completed applications will be processed. Application processing may include, but not limited to, the following:

- Credit check
- Verification of Income
- Rental History
- Employment/Personal References
- Background Check

***Every adult resident over the age of 18 must complete and sign the rental application. Each applicant, co-applicant and/or co-signer requires a \$30.00 non-refundable application fee.**

*3 years of residential history including physical address, landlord full name, email address and phone number, lease dates, and rent amount for ALL rental references. Family, friends, dormitories or shelters are not qualifying references. In lieu of rental history, PPH may consider a co-signer.

*Proof of income includes one month of recent paystubs which must be dated within the last two months. Self employed applicants may upload relevant tax documents. In lieu of proof of income, additional documentation may be accepted as proof of funds. PLEASE NOTE: THE COMBINED MONTHLY **NET** INCOME MUST BE TWO (2) TIMES THE AMOUNT OF THE MONTHLY RENT AMOUNT.

*Applicants that are in an assisted housing program (County Housing) MUST submit their Rent Calculation Worksheet or provide an accurate monthly allowance with and without utilities.

*Photo ID must be unexpired, government issued with photo and signature. Photocopied images must be clear and legible.

*The occupancy limit policy for all residential rentals is two (2) people per bedroom, plus one (1). (Ex: 1 bedroom = max 3 people) Studios are limited to two people. Do not apply for a property that does not fit this criteria, based your household size. Criteria is based on the total number of occupants, irrelevant of age.

*Leases are offered to the best qualified, approved applicant. Approvals are NOT granted on a first come first served basis. Drive-bys are allowed and suggested, but a prospective applicant may NOT go on property. Interior showings are only scheduled with approved applicants.

*Pets, if allowed, will still be limited to type, quantity, breed, owner approval, and are subject to a Pet Addendum and a Pet Deposit, which is in addition to the Security Deposit and equal to the amount of the monthly rent. Service or Support animal documentation is required if applicable.

*The initial, fixed lease term will be six (6) months minimum, unless otherwise specified.

*The availability of a property is subject to change. There is no guarantee that the unit you are applying for will be available as there may be another approved application in priority position. PPH may transfer an approved, qualified application to a different property, if available, and upon request. Applications are valid for three (3) months, subject to re-review.

*Submit only one application per property. All submitted applications become the property of PPH and will not be returned to you. PPH will keep all information obtained confidential. The application fee is NON-REFUNDABLE.

*Before paying the required fee and submitting the application, it is each applicant's responsibility to read, understand and agree to all terms in this section and all additional terms set forth in the Terms of Agreement.



PROPERTY PROFESSIONALS

HAWAII, LLC

RETURN COMPLETED APPLICATIONS & SUPPORTING DOCUMENTATION TO:

194 MAKA'ALA ST.
HILO HI 96720
(808) 935-4411 office
(808) 935-7755 fax
propertyproshawaii.com
rentals@propertyproshawaii.com

Rental Application

Date: _____

Address of Property Applying For (REQUIRED): _____

General Preferences: Rent Range/mo. _____ Lease Start Date _____

fully furnished OR unfurnished house OR apartment

District/subdivision/area (ex: Hilo, Keaau, Volcano, etc.) _____

of bedrooms _____ # of bathrooms _____

Additional Comments _____

Do you Own any Pets? Yes No If yes, list kind, breed, age, interior/exterior _____

****NOTE: If allowed, a Pet Deposit, equal to the rent, in addition to the Security Deposit, is required.**

ALL OCCUPANTS OVER THE AGE OF 18 MUST APPLY AS APPLICANT OR CO-APPLICANT

Applicant:

Name _____
SSN _____
Mobile Phone _____
Other Phone _____
E-Mail _____

Co-Applicant:

Name _____
SSN _____
Mobile Phone _____
Other Phone _____
E-Mail _____

Employment Information:

Employer _____
Address _____ Phone _____
Position _____ Length _____
Dates From _____ To _____
Supervisor _____
Monthly Salary/Commission _____
Add'l Income/Source _____

Employer _____
Address _____ Phone _____
Position _____ Length _____
Dates From _____ To _____
Supervisor _____
Monthly Salary/Commission _____
Add'l Income/Source _____

Housing Assistance:

County Housing \$ _____ with utilities
\$ _____ without utilities Voucher Exp. Date: _____
 Other \$ _____ /month

List ALL MINOR household members:

Full Name _____ Relationship _____ Date of Birth _____
Full Name _____ Relationship _____ Date of Birth _____
Full Name _____ Relationship _____ Date of Birth _____
Full Name _____ Relationship _____ Date of Birth _____

Current Rental Information: (If no rental information, provide your current living information)

Applicant:

Address _____
City _____ St ___ Zip _____
Rent _____ Length _____
Dates From _____ To _____
Landlord/Agent _____
Email _____
Phone _____
Reason for move _____

Co-applicant (if different)

Address _____
City _____ St ___ Zip _____
Rent _____ Length _____
Dates From _____ To _____
Landlord/Agent _____
Email _____
Phone _____
Reason for move _____

Previous Rental Information:

Applicant:

Address _____
City _____ St ___ Zip _____
Rent _____ Length _____
Dates From _____ To _____
Landlord/Agent _____
Email _____
Phone _____
Reason for move _____

Co-applicant (if different)

Address _____
City _____ St ___ Zip _____
Rent _____ Length _____
Dates From _____ To _____
Landlord/Agent _____
Email _____
Phone _____
Reason for move _____

Additional Information:

Years lived in Hawaii _____

Has EITHER the Applicant OR Co-applicant ever:

- Filed a petition for bankruptcy? [] Yes [] No
- Been convicted of a crime? [] Yes [] No
- Filed suit against a landlord or had a lease terminated? [] Yes [] No
- Had a restraining order filed against you or charged with domestic abuse? [] Yes [] No
- Required to register as a sexual offender? [] Yes [] No

Does EITHER the Applicant OR Co-applicant:

- Smoke or vape? (all forms) [] Yes [] No
- Own an aquarium, waterbed or any other water filled furniture? [] Yes [] No

If "yes" for any, explain which applicant, with details: _____

Vehicle Information:

Year, Make & Model:

Year, Make & Model:

Lic. Plate # _____ Mo. Pmnt _____

Lic. Plate # _____ Mo. Pmnt _____

Personal Reference: NOT RELATED, who can attest to your character.

Name _____ Relationship _____ Phone # _____

Emergency Contact: Related or not, to contact in case of an emergency, accident or illness.

Name _____ Address _____ Phone # _____

Terms of Agreement

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. By signing and submitting this application, you are acknowledging that you read, understand and accept all terms.

1. This is a legally binding contract. Incomplete applications will not be processed.
2. Any false or misrepresented information may result in the application being denied. If false information or misrepresentations are discovered after a rental agreement is signed, the rental agreement may be immediately terminated.
3. An application may be denied based on reasons considered threatening to real property or that infringe on others' right to peaceful enjoyment of a property.
4. Property Professionals Hawaii LLC (PPH) reserves the right to approve or deny this application. PPH may deny an application without stating the reason. Applicant waives any claim for damages due to a non-approved application.
5. PPH will not be bound by any representations, agreements or promises made by it's representatives unless contained in writing on this application and incorporated into the rental agreement.
6. If approved, applicant agrees to deposit specified, non-refundable security deposit and/or pet deposit, if applicable, to PPH within two (2) business days, via cashier's check or money order. All deposits must be paid in full &/or verified by the Property Manager prior to executing the rental agreement. Deposits shall become refundable after initial lease terms have been fulfilled. **PPH does NOT accept cash.**
7. If approved, applicant agrees that the first month's rent (full or prorated) may be due in advance, unless a specific date is provided by the Property Manager. All prorations are calculated on a 30 day month.
8. In the event where the deposit is not paid by due date, PPH reserves the right to withdraw the application. In the event the deposit has been paid but the rental agreement is not executed, PPH reserves the right to withhold the deposit. In either case, PPH will be under no further obligation.
9. The rental property shall be occupied by only those people listed on the application and the property shall be used for residential purposes only.
10. All adult occupants listed on the application must sign the rental agreement.
11. Application processing times vary and generally, are processed within 7-10 days. Approved applicants will be notified that their application has been approved.

Property Professionals Hawaii LLC is an equal housing opportunity provider and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, familial status, marital status, ancestry, disability, age, HIV infection &/or housing assistance program participation. Applicant has read, understands and agrees to all terms contained in this application and all application processing procedures.

Application Fee of \$30.00 per applicant due with this application - Cashier's Check or Money Order only.

Copies of all income sources & photo IDs for each applicant must accompany this application.

FOR OFFICE USE ONLY

Cashier's Check or Money Order # _____

Received on _____

Total amount \$ _____

_____ **Paystubs attached**

_____ **IDs attached**

PPH STAFF _____

Applicant Authorization

By signing below, you declare that all your statements in this application are true and complete. If you fail to answer any question or give false information, the property may reject your application, retain all fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.

By submitting this application, you are directing and authorizing Property Professionals Hawaii LLC to verify the information you've provided and obtain additional background information about you through any means, including (i) using a third party consumer reporting agency such as AppFolio, Inc., 70 Castilian Dr. Goleta, CA 93117, 866.648.1536, to prepare a consumer report or an investigative consumer report and/or (ii) verifying information by contacting personal and professional references, employers and other rental housing owners. You further direct and authorize Property Professionals Hawaii LLC to obtain from any law enforcement agency, present or past employer or supervisor, landlord (as allowed by law), finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that any such entities may have concerning your status as a registered sex offender (as allowed by law), criminal history (as allowed by law), motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature. Preparation of all consumer reports and investigative consumer reports will follow federal, state and local laws and regulations.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history (as allowed by law), education, and employment. You also acknowledge that our Privacy Notice and a summary of your rights under the Fair Credit Reporting Act is available to you upon request.

I understand that by signing below and submitting this application along with supporting documentation:

- I am authorizing Property Professionals Hawaii LLC to conduct the background check(s) described above.
- I am consenting to use electronic means to receive any legal notices electronically.

APPLICANT

Print Name _____

Signature _____

Date _____

CO-APPLICANT

Print Name _____

Signature _____

Date _____