

**Residential Rental Application**

Address of Property Applying for: \_\_\_\_\_  
State desired occupancy date: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
FOR OFFICE USE ONLY - Application Fee (\$35 per adult applicant): \_\_\_\_\_ Receipt acknowledged by: \_\_\_\_\_

**ALL OCCUPANTS AGE 18 AND OVER MUST APPLY**

**APPLICANT**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Cellular Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Employment Information:**

**Current Employer**

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ How long: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Salary/Mo: \_\_\_\_\_ Commission/Mo: \_\_\_\_\_  
Add'l Income/Mo.: \_\_\_\_\_ Source: \_\_\_\_\_  
Other sources of Income: \_\_\_\_\_ \$/month: \_\_\_\_\_  
For military, state your housing allowance: \_\_\_\_\_ When is your rotation date: \_\_\_\_\_

**Current Rental Information:**

**(If no rental information, please provide your current living information)**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Rent: \_\_\_\_\_ Length at address: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_ Landlord/Agent Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Landlord/Agent Email: \_\_\_\_\_ Reason for move: \_\_\_\_\_

**Previous Rental Information:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Rent: \_\_\_\_\_ Length at address: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_ Landlord/Agent Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Landlord/Agent Email: \_\_\_\_\_ Reason for move: \_\_\_\_\_

**Name and relationship of ALL other persons to occupy the residence, under the age of 18:**

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

**Additional Information:**

Do you have any animals? [ ] YES [ ] NO If yes, please describe them: \_\_\_\_\_  
Have either the applicant or co-applicant ever been evicted from any tenancy? [ ] YES [ ] NO  
Have either the applicant or co-applicant ever refused to pay rent when due? [ ] YES [ ] NO

**Personal References:**

Name of NEAREST LIVING RELATIVE: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Hm Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

**ACKNOWLEDGEMENT, AUTHORIZATION, AND AGREEMENT**

- I/we have read this Rental Application and Rental Policy 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 bona fide 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 Locations, LLC (the Property Manager) to verify my past and present employment earnings, present and past landlord records, criminal background check and any other information needed to process my/our rental application. I/we further authorize Locations, LLC to order a consumer credit report and to verify other credit information at any time.
- I/we have the option to submit this application by electronic means. Should I/we choose to submit this application electronically, I/we understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

**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.

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Applicant's Signature Date

## **Our RENTAL POLICY:**

### **Required Items for Application Process:**

1. Non-refundable application fee of \$35.00 per adult applicant. Payable ONLY by cash, money order or check made out to Locations, LLC. Co-signers, Guarantors and/or persons that do not intend to occupy the rental unit, but will be paying the full or partial monthly rent, must also submit an application, supporting documents, and application fee.
2. Proof of government issued photo Identification card (i.e. State Driver's License, State ID, Passport). Locations, LLC will not make copies of any Military IDs.
3. Employment and income verification (i.e. 2 most recent paystubs, prior 2 years of federal income tax returns (self-employed applicants), Military LES). Please be prepared to provide additional income verification, if requested.
4. All adult applicants MUST sign the application (including both spouses).
5. 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.

Rental Application must be completed **IN FULL**. Incomplete applications may not be processed until **ALL** information is provided. Application will be processed and a credit report will be ordered upon receipt of application fees and all documentation (i.e. completed rental application, supporting documents). Copies of credit reports **WILL NOT** be provided to the applicant.

### **How to submit an application:**

1. Hand deliver or mail to our office at 614 Kapahulu Avenue #102 Honolulu, HI 96815. Normal business hours are Monday – Friday 8:00 a.m. to 5:00 p.m.
2. Email to the property manager.
3. Fax to 808-735-1978, please make sure all documents are legible.

Please make arrangements for payment of application fee if sending application via email or fax. Application fee will still need to be submitted in order for us to start processing the application. Please allow us a **MINIMUM of 2 business days** to process your application. **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.**

### **Approval of your application is based upon the following criteria:**

1. Income - gross monthly income must be at least 3 times the rent amount.
2. Verification of employment and other sources of income.
3. Credit History – Satisfactory. The following are not acceptable: judgments, liens, collections, history of delinquent payments and any other derogatory marks on your credit report.
4. Landlord Reference – Satisfactory. We will confirm your tenancy, rental payment history, and other information pertinent to your current and prior housing arrangements.
5. Criminal Background – We will order criminal background checks and applications may not be approved based upon the information obtained.

**Note: 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.**

### **Other Terms:**

1. No pets are allowed.
2. No smoking is allowed in the unit. This term includes smoking of e-cigarettes/vape of any type.
3. No waterbeds are allowed.
4. **Once approved, the applicant must respond to the offer of rental and set an appointment to sign the lease within 24 hours or the offer may be rescinded.**
5. At the time of lease signing, you will need a photo ID, a copy of your current renter's insurance policy and payment for the security deposit & first month's rent (payable to LOCATIONS, LLC by cashier's check or money order). No personal checks, cash or credit/debit cards will be accepted.

Megan'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

**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 Locations, LLC, Property Management Division's management program due to an individual's Race, Sex, including gender identity or expression, sexual orientation, Color, Marital Status, Familial Status, Ancestry, Age, HIV, Disability, Religion as stated in the Hawaii Revised Statutes, Chapter 515 and Title VIII of the Civil Rights Acts of 1968, as amended by the Fair Housing Amendments of 1988.**