

The Land Office, LLC- Property Management Division
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Thank you for applying for our rental property. Please read the following guidelines prior to submitting your application.

TO APPLY, THE FOLLOWING IS REQUIRED:

1. A separate application is required and must be filled out and signed by each adult, 18 years and older.
2. A processing fee of **\$25 per person** must accompany each application. No application will be processed without a processing fee. The processing fee is **non-refundable**.
3. All intended residents, adults and minors, **must** be listed on the application.
4. You must disclose **all** pets, vehicles and water-filled furniture (waterbeds, aquariums, etc.) on the application.
5. Verifiable documentation and telephone numbers for all employment/income must be supplied by the applicant. Employment and salary must be verified by phone with an officer of the company or the following documentation provided:
 - Two most current pay stubs &/or last year's W-2's.
 - Verifiable documentation for other income such as pension/retirement, AFDC, SSI, etc.
 - If self-employed, the last two years' income tax returns and documentation for the current year (i.e. Profit & Loss Statement).
6. Documentation of Government issued Photo Identification or Social Security card may be required.
7. Failure to comply with the above will result in denial of the application or, in the event lease has commenced, forfeiture of the lease.

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING POLICIES & PROCEDURES:

1. Rental criteria is based on combined gross income, positive credit history, employment and landlord references (& or home ownership).
2. **Applicant must take possession on the date the property is available**
3. Pets must be approved. If a pet is permitted, an increased deposit is required for all dogs and cats, whether an indoor or outdoor pet. Contact our office for restrictions and details on deposits and other animals. Water-filled furniture must be approved and tenant must supply Landlord/Owner with proof of insurance.
4. **If applicant is approved, the following must take place prior to occupancy:**
 - Full security deposit must be paid with a **cashier's check or money order within three (3) business day of notification of approval** in order to hold the property and refuse other applicants. If applicant defaults taking possession on the agreed-upon date, funds will be held as liquidated damages.
 - The lease/rental agreement must be signed **at the time security deposit is paid**.
 - The first month's rent and total security deposit must be paid in full **with a cashier's check or money order** on the day the applicant takes possession of the premises.

Thanks again for your interest in our rental home. Please feel free to give us a call if you should have any questions.



National Association of Residential Property Managers

Requested Move In Date _____

RESIDENTIAL RENTAL APPLICATION

Property Address:

Applicant Information

First Name	Middle	Last	Jr./Sr./III
Date of Birth	SSN	Driver's License#	State Expires
Cell Phone	Home Phone	Email Address	Maiden Name

Applicant Residency History

Current Address	Move In Date	Lease Expires		
City	State	Zip	Rent or Own?	Monthly Payment
Landlord Name	Landlord Phone	Reason for Leaving?		
Prior Address	Move In Date	Move Out Date		
City	State	Zip	Rent or Own?	Monthly Payment
Landlord Name	Landlord Phone	Reason for Leaving?		

Other Occupants (LIST NAMES OF ALL PERSONS WHO WILL OCCUPY THE UNIT. ALL APPLICANTS 18 OR OVER MUST COMPLETE A SEPARATE APPLICATION)

Full Name	Relationship	Age
Full Name	Relationship	Age
Full Name	Relationship	Age
Full Name	Relationship	Age
Full Name	Relationship	Age
Full Name	Relationship	Age

Pets

Do You Have Any Pets?	Are All Pets Current w/Vaccinations?	
Type	Weight lbs.	Breed
Type	Weight lbs.	Breed

Emergency Contacts

Name of Family Member	Relationship	Phone#	Email
Address	City	State	Zip

Name of Family Member	Relationship	Phone#	Email	
Address		City	State	Zip

Employment Information

Occupation	Type of Business	Self Employed?		
Applicant's Employer	Start Date	Monthly Gross Income	Phone#	
Employer Address	City	State	Zip	
Supervisor Name	Email	Phone#		
Supervisor Address	City	State	Zip	

*IF EMPLOYED LESS THAN 2 YEARS, PROVIDE INFO ON PRIOR OCCUPATION. *IF SELF EMPLOYED, YOU WILL NEED A COPY OF THE LAST 2 YEARS OF INCOME TAX RETURNS AND DOCUMENTS FOR THE CURRENT YEAR.

Other Income to Consider

Alimony/Child Support	\$	Name & Address of Payer:
Social Security	\$	Description of Benefits:
Retirement	\$	Name or Source of Payments:
Public Assistance	\$	Name of Assistance Program:
Other	\$	Describe:

Automobile

Vehicle 1	Year	Make	Model	
	Color	License Plate	State	County
Vehicle 2	Year	Make	Model	
	Color	License Plate	State	County

Describe any other vehicle, motorcycle, trailer, or boat you intend to store or park at the property:
(PRIOR WRITTEN PERMISSION SEPARATE FROM APPLICATION MUST BE OBTAINED FROM LANDLORD)

Mandatory Screening Questions

Circle One

1) Have you ever been evicted or a defendant in an eviction action?	YES	NO	
2) Have you ever filed for bankruptcy, or are you currently in the process of filing bankruptcy?	YES	NO	
3) Do you owe any other landlords a balance?	YES	NO	
4) Have you ever been asked to move because of a lease violation of any kind?	YES	NO	
5) Have you ever been convicted of a felony?	YES	NO	If so, what charge & date of offense:
6) Have you ever been convicted of a misdemeanor?	YES	NO	If so, what charge & date of offense:
7) Does anyone who will occupy the property smoke?	YES	NO	

8) Do you or any of the other applicants use illegal drugs?

YES NO

EACH APPLICANT MUST ATTACH A COPY OF THEIR DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION TO THIS APPLICATION, IN ORDER FOR IT TO BE PROCESSED.

AUTHORIZATION TO RELEASE CONSUMER INFORMATION

Each person eighteen (18) years of age or older must complete and sign an application. If a co-signer is necessary, the co-signer must also complete and sign an application, or guarantor form. \$_____ Non-refundable processing fee (per applicant) will be collected with this application, in order to process the consumer reports on each applicant. Holding Deposits are accepted, in some cases, and are applied to the security deposit when approved applicant signs a lease. If the applicant is not approved, the "deposit" is refunded. The "deposit" is non-refundable if the applicant is approved and chooses not to rent the property. Please completely fill in your application. If you do not, we will not be able to process the application successfully.

Tenancy will be denied if any information is misrepresented on this application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated immediately, and you will be asked to leave the property. We verify your current and past employment, your current and past rental eviction history, run a full credit report, and review all criminal records within the last 20 years on a nationwide scale. All applicants are processed without regard to race, color, religion, sex handicap, familiar status, or national origin. This is to advise that I, the undersigned, declare that the foregoing is true and correct and authorize its verification. I also hereby authorize The Land Office, LLC, acting as the landlord's designated screening organization for the above-referenced rental property, to obtain a consumer credit report from any or all 3 credit bureaus, conduct a nationwide criminal records search, and a nationwide eviction search, to determine eligibility for tenancy and assessing credit worthiness.

Signature of Applicant

Print Applicant Name

Date Signed

Signature of Co-Applicant

Print Co-Applicant Name

Date Signed