

**PROPERTIES
INTERNATIONAL
LIMITED**

**98-027 Hekaha Street, Suite 37, Aiea, HI 96701, PH:808-628-7641 FAX:808-628-6871
APPLICATION INFORMATION AND INSTRUCTIONS**

Properties International Limited will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, handicap, ancestry, physical or mental disability, medical condition, marital status, citizenship status, military service status, sexual orientation, source of income, or age. In addition, we comply with all federal, state and local laws concerning Fair Housing.

The following policies are established to ensure that all prospective applicants for a property processed by Properties International Limited will be treated equally.

QUALIFICATION CRITERIA:

- 1) A complete application. ALL LINES MUST BE FILLED IN. Incorrect or misinformation will disqualify you as a prospective renter.
- 2) A credit report that demonstrates a willingness to pay financial obligations in a timely fashion. If you had a credit problem, let us know up front. A letter of explanation may help qualify you.
- 3) Favorable responses from references.
- 4) Copies of pay stubs may be required to verify income.
- 5) **If self-employed**, copies of up to 3 years' tax returns or other documents to verify income may be required.
- 6) Rent-to-income ratio in the range of 33-38%.
- 7) An up-front payment of approximately two months rent (security deposit plus first month's rent), by either cash, money order, or a cashier's check, when signing a rental contract.
- 8) Proof of renter's insurance when signing a rental contract.

I wish to submit an application to rent the property located at: _____
along with the **\$25.00** application fee (cash or cashier's check only). **A separate application and application fee is required for each applicant over the age of eighteen (excluding dependent children) who will reside at the property to guarantee compliance with the Hawaii and Federal Fair Housing Acts.** I understand that the fee will be applied as follows: **\$11.00** for credit report and 2 hours of the agent's time at **\$7.00** per hour to verify rental history and employment information. This page serves as my receipt. I am applying with the following applicant(s):
_____.

If I am approved, I wish to take occupancy on (date): _____.
The length of occupancy I desire is _____.

Properties International Limited does not select residents on a "first-come, first-served" basis. Residents will be offered the opportunity to rent available units based on a best-qualified basis and on the landlords' needs.

I have read and understand the above.

Name (Please Print) _____

Signature (Name) _____ Date _____

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APPLICATION TO RENT OR LEASE

A SEPARATE APPLICATION AND APPLICATION FEE is required for each applicant over the age of eighteen (excluding dependent children) who will reside at the property to guarantee compliance with the Hawaii and Federal Fair Housing Acts.

NOTE: APPLICANTS WILL NOT BE ACCEPTED ON A "FIRST-COME, FIRST-SERVED" BASIS. THIS PROPERTY IS MANAGED BY A LICENSED REAL ESTATE BROKER REPRESENTING THEIR INTERESTS AND/OR THOSE OF THE OWNER OF THE REAL PROPERTY. THE OWNERS HAVE HIRED PROPERTIES INTERNATIONAL, LIMITED TO MANAGE THE ABOVE REFERENCED PROPERTY, AND WILL PAY ALL LEASING & MANAGEMENT FEES DUE. PROPERTIES INTERNATIONAL, LIMITED WILL ASSIST ALL APPLICANTS WITHOUT REGARD TO RACE, COLOR, CREED, SEX, RELIGION, NATIONAL ORIGIN, FAMILIAL STATUS, HANDICAP, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, CITIZENSHIP STATUS, MILITARY SERVICE STATUS, SEXUAL ORIENTATION, SOURCE OF INCOME OR AGE.

PLEASE PRINT OR TYPE

Applicant's name:	Soc. Sec#:
For rental unit located at:	Date of birth:
Home phone#:	Work phone#:
Driver's Lic#:	E-mail address:
	Cell phone#:

LIST YOUR LAST FOUR YEARS RESIDENCE HISTORY & AT LEAST YOUR LAST FOUR ADDRESSES

Current address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at present address?	Occupancy date	Why moving?	
Landlord's name	Phone#		
Current monthly rent or mortgage payment?	If you own, name of mortgage co.		

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone#		

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone#		

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone#		

LIST YOUR EMPLOYMENT HISTORY FOR THE LAST FOUR YEARS (Please include titles, ranks, etc.)

Current Employer**	Dates	Phone#	
Address	City	State	Zip
Position/Job Description		Monthly gross pay \$	
Mo take-home \$	Supervisor's name & position	Phone#	
For Military Applicants --- BAH Amount: _____ or supply us with most recent LES.			

Former Employer	Dates	Phone#	
Address	City	State	Zip
Position/Job Description		Monthly gross pay \$	
Mo take-home \$	Supervisor's name & position	Phone#	

Former Employer	Dates	Phone#	
Address	City	State	Zip
Position/Job Description		Monthly gross pay \$	
Mo take-home \$	Supervisor's name & position	Phone#	

**If self-employed, you may be asked to substantiate your income with tax returns or other documentation.

LIST NEAREST RELATIVES FOR EMERGENCY CONTACT AND/OR REFERENCE

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
1.			
2.			

LIST ALL VEHICLES (CARS, TRUCKS, MOTORCYCLES, ETC.) THAT WILL BE PARKED AT THE PREMISES

<u>Vehicle</u>	<u>Make/Model/Year</u>	<u>License No./State</u>
1.		
2.		
3.		

LIST TWO PERSONAL REFERENCES (Not related to applicants)

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone#</u>
1.			
2.			

LIST YOUR PROFESSIONAL REFERENCES (co-workers, professionals you know, etc.)

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone#</u>
1.			
2.			

YES NO

1. Have you ever been evicted from any tenancy?		
2. Have you ever willfully and intentionally refused to pay rent when due?		
3. Do you know of anything which may interrupt your income or ability to pay rent?		
4. Rent is due by 2:00 P.M. on the first business day of each month. Are you able to fulfill this requirement?		
5. Have you ever filed a petition of bankruptcy? If yes, When?		
6. Have you or anyone in your household ever been convicted of a felony? If yes, attach explanation.		
7. If divorced are you obligated to pay child support or alimony? _____ If yes, how much?		
8. Do you plan on conducting any commercial business out of the residence? If yes, attach explanation.		

HOW DID YOU FIND US (PROPERTIES INTERNATIONAL LIMITED) AND/OR THIS VACANCY?

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ANY OTHER INFORMATION YOU THINK WILL HELP US PROCESS YOUR APPLICATION:

Applicant agrees that all credit information maintained by Landlord/Agent may be given to any credit reporting service or other persons who request it. Applicant hereby certifies that the information given in this application is true and correct. Applicant understands that any false answers or statements made will be sufficient grounds for termination and eviction.

Applicant hereby authorizes Properties International Limited to obtain a credit report and **ENCLOSES THE REQUIRED APPLICATION FEE OF \$25.00 (cash or cashier's check only, fee is non-refundable).**

To fax authorization to release information, this office will fold this page on the dotted line and fax the information below:

Applicant authorizes present and past Landlords And Employers, Banks, Credit References, Personal References, and any other person to release information regarding applicant's credit, rental and employment histories. A copy of this authorization may be accepted as an original.

Date

Applicant's signature

Date of Birth (needed to order credit report)



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