

KMJ Realty LLC
Pioneer Plaza Building, 900 Fort Street Mall, Suite 1570, Honolulu, HI
96813 Phone: 808-521-5655 Fax: 808-664-8713
Office hours: Monday – Friday (Except Federal Holidays) 7:30am – 4:30pm

RENTAL APPLICATIONS

All applicants are processed through RentGrow. In order to process your application, we will need you to complete the following:

1. Completing the Rental Application:

- a. Your application must be printed **legibly** and all blanks must be filled **thoroughly**. Please be advised that an incomplete application will not be processed.
- b. Applicants 18 years or older are required to fill out a Rental Application, regardless if they are not currently employed.
- c. A signature is required for each applicant at the bottom left hand corner of the Rental Application.

2. Additional Forms Required:

- a. Photo Identification, ie. driver's license or passport. Photo must be clear.
- b. Proof of income is required, ie. copy of 2 most current pay stubs per applicant. Please do not send in any originals. Your total gross income should be 3 times the amount of the advertised rent price, plus your recurring monthly obligations.
- c. If you are self employed, a copy of Tax Form 1040 for the past 2 years is required.
- d. Applicants without income are required to provide copies of bank statements, social security payments, or have a co-signer.

Co-Signers are subject to a, b, and c above and will be responsible for the following:

1. to be jointly and severally liable for any or all of the Applicant(s) liability to KMJ REALTY LLC;
2. to the timely payment of rent and utilities. Co-signer(s) shall also be responsible for any damages, cleaning fees, to full performance of the Rental Agreement and associated addendums or agreements; fees, fines, court costs, attorney fees and any other liability incurred and should Applicant(s) fail to pay the same;
3. to waive all occupancy rights to the Premises;
4. to allow KMJ REALTY LLC to acquire a credit report based on the information provided below for the purpose of financial credibility;
5. to remain liable for the duration of the Rental Agreement and any other subsequent agreements made by the Applicant(s); 6. to execute KMJ Realty LLC's Co-Signer agreement.

3. Non-Refundable Application Processing Fee of \$20.00 for each applicant:

- a. Each individual applicant must pay \$20.00 each.
- b. Payments must be in the form of cash, cashier's check or money order. No personal checks. Change will not be provided.
- c. Should another applicant be approved prior to your application being processed, you will be notified by phone and will have 5 working days to pick up your application fee from our office (during our normal business hours). KMJ Realty LLC will not return the fee via mail. After 5 working days, if the fee is not picked up by the applicant, KMJ Realty LLC will retain the fee.

Please note that the most qualified applicant(s) will be approved regardless of when the application is received. If the information you provide is not received in a clear and legible form, it will delay the processing of your application. It is a requirement that the applicant view the unit prior to the submittal of an application. Units are initially rented for a 6-month lease term, unless otherwise communicated.

Please be advised, we do not validate for parking at Pioneer Plaza.

RENTAL APPLICATION

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ACCT. NO. _____

THIS APPLICATION MAY BE SUBMITTED FOR VERIFICATION. PLEASE FURNISH ALL INFORMATION REQUESTED. USE ANOTHER SHEET OF PAPER IF NECESSARY. YOU MUST SIGN THIS APPLICATION.

ADDRESS OF RENTAL PROPERTY APPLYING FOR:		RENT AMOUNT		DATE AVAILABLE TO MOVE IN		DATE SHOWN UNIT							
APPLICANT'S Last Name, First Name and Middle Name		TELEPHONE NUMBER		EMAIL		SOCIAL SECURITY NUMBER		DATE OF BIRTH					
SPOUSE'S NAME: *Spouse should complete a separate application		TELEPHONE NUMBER		EMAIL		SOCIAL SECURITY NUMBER							
TOTAL NO. OF OCCUPANTS		OTHER OCCUPANT'S NAME (AGES OF MINORS): *Please complete additional applications for other occupants											
HOUSING DATA	PRESENT ADDRESS			LANDLORD'S NAME			TELEPHONE NUMBER						
	CITY		ZIP CODE		FROM		REASON FOR MOVING		RENT AMOUNT PAID				
	PREVIOUS ADDRESS			LANDLORD'S NAME			TELEPHONE NUMBER						
	CITY		ZIP CODE		FROM TO		REASON FOR MOVING		RENT AMOUNT PAID				
EMPLOYMENT DATA	PRESENT EMPLOYER		DATE EMPLOYED		SALARY		POSITION		SUPERVISOR		TELEPHONE NUMBER		
	ADDRESS				CITY		STATE		ZIP CODE				
	PRESENT EMPLOYER		DATE EMPLOYED		SALARY		POSITION		SUPERVISOR		TELEPHONE NUMBER		
	ADDRESS				CITY		STATE		ZIP CODE				
MILITARY DATA	STATIONED AT		PAY GRADE OR RANK		HOUSING ALLOWANCE		SUPERVISOR		TELEPHONE NUMBER				
OTHER INCOME	SOURCE		AMOUNT		OUTSIDE ASSISTANCE		AMOUNT						
BANK, CREDIT, LOAN, & AUTO DATE	BANK NAME		BRANCH		SAVINGS ACCOUNT NO.		CHECKING ACCOUNT NO.						
	BANK NAME		BRANCH		SAVINGS ACCOUNT NO.		CHECKING ACCOUNT NO.						
	FIRM NAME		BRANCH		ACCOUNT NO.		AMOUNT		MO. PAYMENT		LOAN TYPE		
	FIRM NAME		BRANCH		ACCOUNT NO.		AMOUNT		MO. PAYMENT		LOAN TYPE		
	AUTOMOBILE		MAKE		MODEL		LICENSE NO.		MO. PAYMENT		LOAN CO.		TELEPHONE NUMBER
PERSONAL REFERENCES	NAME OF NEAREST LIVING RELATIVE			RELATIONSHIP		ADDRESS			TELEPHONE NUMBER				
	NAME OF NEAREST LIVING RELATIVE			RELATIONSHIP		ADDRESS			TELEPHONE NUMBER				

I HAVE READ THE ABOVE FORM AND I UNDERSTAND THAT IF I CAUSE A FINANCIAL LOSS TO MY LANDLORD, THAT MY NAME MAY BE PLACED IN THE FILES OF CREDIT AGENCIES AND SUCH INFORMATION WILL BE FURNISHED TO SUBSCRIBERS WHO HAVE A BONAFIDE AND LEGAL NEED TO MAKE AN INQUIRY. I ALSO UNDERSTAND THAT CAUSING A FINANCIAL LOSS MAY LIMIT MY ABILITY TO OBTAIN CREDIT OR LEASE OTHER DWELLING UNITS. I HEREBY AUTHORIZE CONSUMER REPORTING AGENCIES TO PROVIDE YOU WITH CONSUMER REPORTS RELATING TO ME. I HEREBY GIVE MY PERMISSION FOR YOU AND RENTGROW TO VERIFY THE ABOVE INFORMATION AND I UNDERSTAND THAT SHOULD YOU HAVE TO CALL THE MAINLAND OR THE OTHER ISLANDS FOR SUCH VERIFICATIONS THAT I WILL BE CHARGED THE COST OF THE CALL.

_____	Amt Rec'd:_____
Tenant Applicant Signature	Date: _____
_____	Receipt: _____
Agent Signature	Date
	KMJ Agent: _____

<input type="checkbox"/>	CASH
<input type="checkbox"/>	CASHIER'S CHECK
<input type="checkbox"/>	MONEY ORDER