



Applications MUST be completely filled out to be considered and/or processed. Every line MUST have a response. If question does not apply to you, please use "NA" or "none"

**ARRUDA PROPERTIES, LTD.
RENTAL APPLICATION**

Please complete this application with all information requested. This provides the basis for our selection of a qualified tenant for the properties we manage. Completing and signing of this Rental Application gives Arruda Properties, Ltd., the authorization to process the application and make the customary credit and reference checks. If your application is accepted, a complete contract must be signed and picture identification provided for all adults on application. Additional items are covered in this contract and you agree on the following conditions.

If accepted as a Tenant this application becomes part of the Rental Agreement. All information provided herein will be kept in confidence. Read both sides carefully before signing.

We do not tolerate illegal activities including but not limited to domestic abuse and drug use/promotion.

FEES:

Application Fee \$25.00; Late Fee: 8% of monthly amount; 1st Returned Check Fee \$50.00, money order basis thereafter, no exception.

INITIAL DEPOSIT:

Before taking occupancy, you will be required to pay a security deposit equal to one months rent. You will also be required to pay the first month's rent in advance unless. If occupancy is taken after the first of the month, your rent will be pro-rated for the first month. On a pro-rated rent, the monthly rent is divided by 30 days, then multiplied by the number of days you occupy the unit that month.

SECURITY DEPOSIT:

Security Deposit shall be equal to the monthly rent and **is not to be used as last months rent.** The security deposit will be dispersed after final inspection is done and necessary repairs have been paid for.

RENT PAYMENTS:

Rents are due on the 1st day of each month. Rent payments not received in our office by 12:00 p.m. on the 5th business day of the month will be considered delinquent. A late charge of 8% of the monthly rent will be charged for delinquent rent and late charges. If the 5th day falls on a Saturday, Sunday, or Holiday, (defined as a day that banks are closed), the next business day will apply.

Office hours are Monday through Friday, 8:00 am to 4:00 p.m. Office is closed on holidays that the banks are closed. Rents may be paid in person at our office or via mail. Payments mailed must be **RECEIVED** in our office before the grace period ends or the late fee will be applied regardless of the postmark date.

Effective January 2020, No CASH payments are accepted. Rent payments, security deposit and application fees may be paid in cashiers check, money order, or personal check. Checks are to be made for the **EXACT AMOUNT**. There is a \$50.00 charge for all personal checks returned by your bank. You may also be placed on a "Cashier's check, money order" basis.

PETS:

Some owners do not allow pets at the unit, others do. If you have, or plan on having pets, a special addendum must be signed. Please inform our office and a Pet Addendum will be prepared for your signature when the lease is signed. You will also be charged a pet deposit equal to 1 (one) months rent.

WATER BEDS:

Absolutely no water beds are allowed.

By signing below, I/we (applicants) authorizes ARRUDA PROPERTIES, LTD. , to do a rental reference check on all past & current references including employment verification named by tenant as well as, criminal background check & to order a credit report as a condition to being considered as a prospective tenant. Copy of photo identification for each adult application is required with rental application.

APPLICANT

DATE

APPLICANT

DATE

21 Kamana Street, Hilo, Hawaii 96720

(808) 961-5851 * Fax (808) 9691613 * E-Mail: tarruda@hawaiiantel.net * Internet: arrudaproperties.com



HOMES OF DISTINCTION... AND LOTS OF DREAMS

Authorization to Release Information Related to a Residential Lease Application

By signing below, I/We (applicants) authorizes **ARRUDA PROPERTIES, LTD.**, to do a rental reference check on all past & current references including employment verification named by tenants as well as, criminal background check & to order a credit report as a condition to being considered as a prospective tenant.

Applicant Print & Sign

Date

Applicant Print & Sign

Date

PLEASE PRINT CLEARLY INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**APPLICATION FOR RENTAL
(REQUIREMENT: A MINIMUM OF 2 RENTAL REFERENCES)**

TODAY'S DATE: _____

HAVE YOU APPLIED BEFORE: NO ___ YES ___ WHEN? _____

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

LIST NAMES OF THOSE WHO WILL LIVE IN THE UNIT: (Attach a separate sheet if more than 5 names)

- | | | |
|----------|----------------------|------------|
| 1. _____ | Date of Birth: _____ | SS#: _____ |
| 2. _____ | Date of Birth: _____ | SS#: _____ |
| 3. _____ | Date of Birth: _____ | SS#: _____ |
| 4. _____ | Date of Birth: _____ | SS#: _____ |
| 5. _____ | Date of Birth: _____ | SS#: _____ |

MAILING ADDRESS: _____ Telephone: _____

CURRENT RENTAL INFORMATION: (If no rental information, please provide your current living information) Applicant:

Street _____ Apt.# _____ City/State _____ Zip _____
Rent Paid Per Month _____ Rented from _____ to _____
Landlord Name _____ Landlord Phone Bus. _____ Res. _____
Reason for Leaving _____

CURRENT RENTAL INFORMATION: (If no rental information, please provide your current living information) Co-Applicant:

Street _____ Apt.# _____ City/State _____ Zip _____
Rent Paid Per Month _____ Rented from _____ to _____
Landlord Name _____ Landlord Phone Bus. _____ Res. _____
Reason for Leaving _____

PREVIOUS ADDRESS: (Other than family)

Street _____ Apt.# _____ City/State _____ Zip _____
Rent Paid Per Month _____ Rented from _____ to _____
Landlord Name _____ Landlord Phone #: Bus. _____ Res. _____
Reason for Leaving _____

PREVIOUS ADDRESS: (Other than family) Co-Applicant

Street _____ Apt.# _____ City/State _____ Zip _____
Rent Paid Per Month _____ Rented from _____ to _____
Landlord Name _____ Landlord Phone #: Bus. _____ Res. _____
Reason for Leaving _____

EMPLOYMENT INFORMATION:

Employer: _____	Employer: _____
Address: _____ Phone: _____	Address: _____ Phone: _____
Position: _____ How Long _____	Position: _____ How Long: _____
Supervisor: _____	Supervisor: _____

Salary/Mo: _____ Commission/Mo: _____
Add'l Income/Mo Source _____
Housing Assistance () County Housing
() Other _____

Salary/Mo: _____ Commission/Mo: _____
Add'l Income/Mo Source _____
Housing Assistance () County Housing
() Other _____

ADDITIONAL INFORMATION:

Years lived in Hawaii Applicant/Co-Applicant: ____/____ Do you own a waterbed? () Yes () No
Are either the Applicant or Co-applicant subject to transfer? () Yes () No
Have either the Applicant or Co-applicant ever filed a petition for Bankruptcy: () Yes () No
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
Have either the Applicant or Co-applicant ever been convicted of a felony? () Yes () No
If yes, give date & description of conviction: _____

Credit References:

Applicant

Bank (checking) Account # _____
Bank & branch _____
Bank (savings) Account # _____
Bank & Branch _____
Major Credit Card _____

Co-Applicant

Bank (checking) Account # _____
Bank & branch _____
Bank (savings) Account # _____
Bank & Branch _____
Major Credit Card _____

GIVE TWO PERSONAL REFERENCES (Other than family, who can attest to your character & responsibility)

Name	Address	Phone No.
1. _____	_____	_____
2. _____	_____	_____

Make of Vehicle _____ Year _____ Color _____
Make of Vehicle _____ Year _____ Color _____
Do You have Pets: Yes ___ No ___ Lawn Mower: Yes ___ No ___
Do You Own Furnitures: Yes ___ No ___ Weedeater: Yes ___ No ___
Are you familiar with a water catchment system Yes ___ No ___
Are you familiar with propane gas Yes ___ No ___

IN CASE OF EMERGENCY NOTIFY:

Name: _____
Address: _____ City/State/Zip _____
Phone #: _____ Relationship: _____

I/We represent that the above statements are correct and hereby authorize Arruda Properties, Ltd. to verify reference and credit information. We also represent that we have not had any other landlords or property management companies that we have rented from other than stated in this application or the attached supplemental sheet which will also bear our signatures. This application is the confidential property of Arruda Properties, Ltd.

Applicant Signature _____ Date _____ Phone No. _____

Applicant Signature _____ Date _____ Phone No. _____